

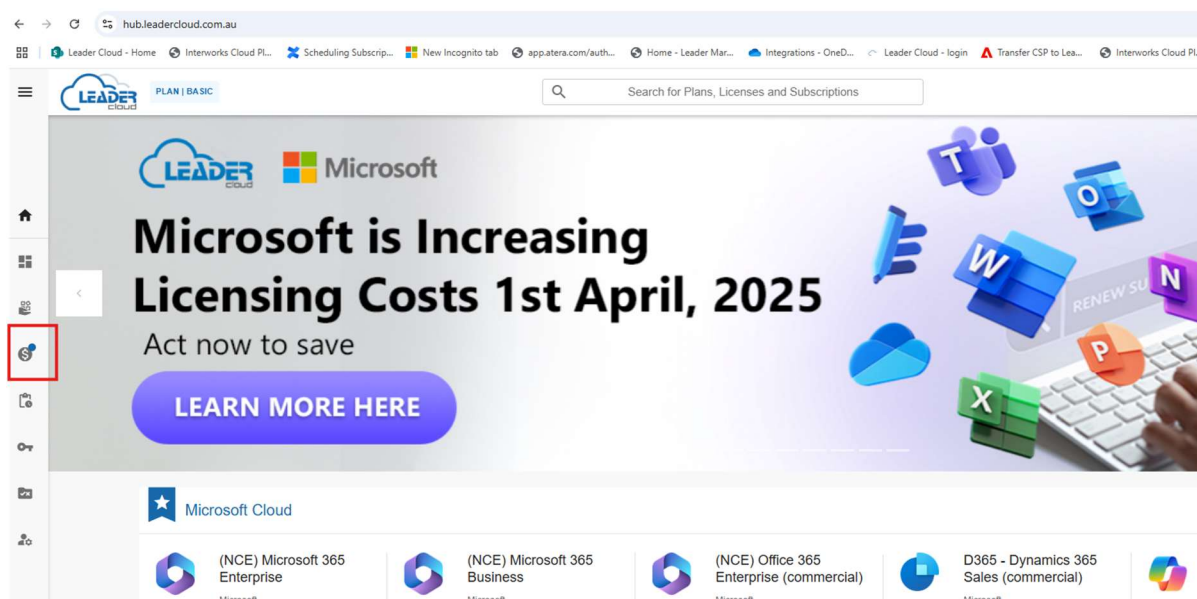
How to Update Your Credit Card Details on the Leader Cloud Portal

Step-by-Step Guide

Updating your credit card details on the Leader Cloud Portal is a straightforward process. Follow these steps to ensure your payment information is up to date:

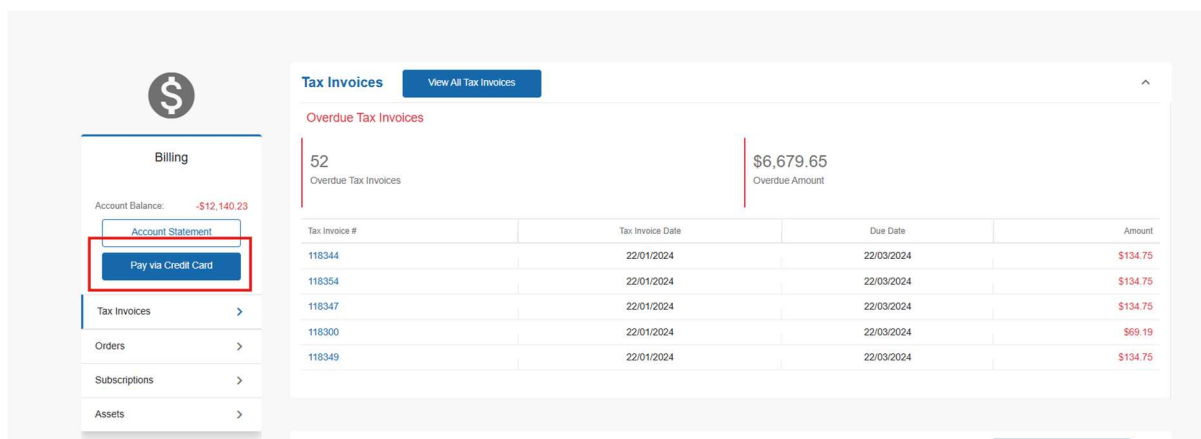
Navigate to Billing

On the left-hand side ribbon of the Leader Cloud Portal, locate and click on the Billing option. This is where you can manage all your payment information.



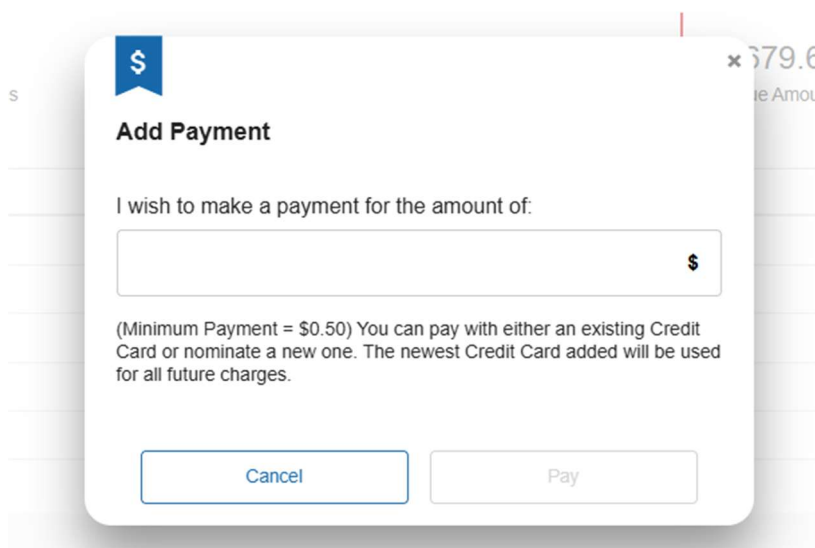
Choose Credit Card Payment

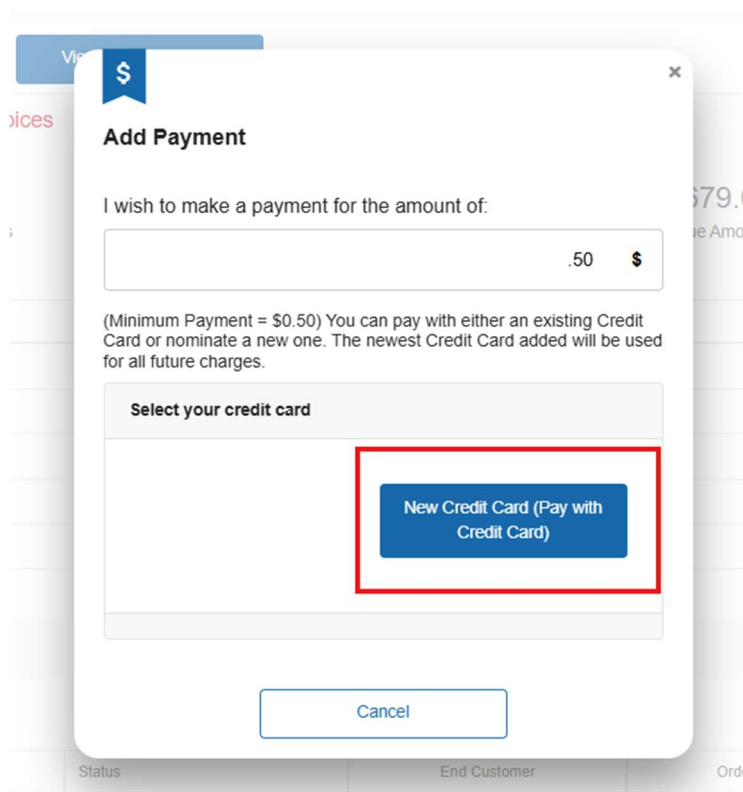
Within the Billing section, find and select the Pay via Credit Card option. This will direct you to the page where you can input your new credit card details.



Make a Nominal Payment

To verify your new credit card, you will need to make a small payment. Enter the amount of \$0.50 (50 cents) and proceed with the payment. This nominal charge will help verify the authenticity of the new card.





Add Payment

I wish to make a payment for the amount of:

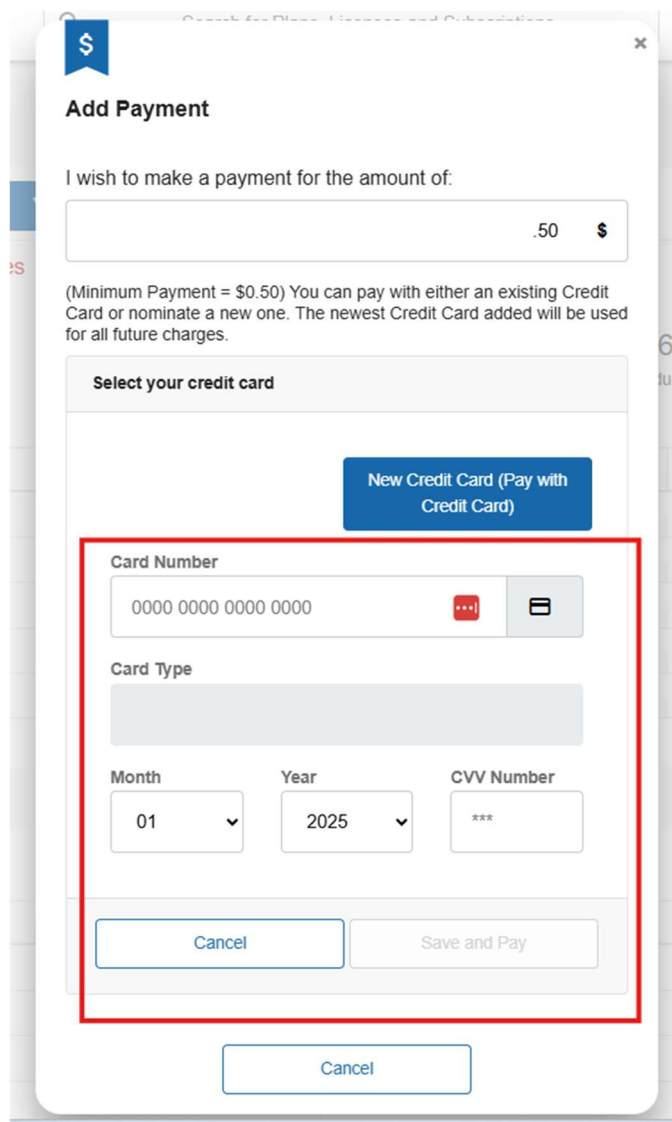
\$

(Minimum Payment = \$0.50) You can pay with either an existing Credit Card or nominate a new one. The newest Credit Card added will be used for all future charges.

Select your credit card

Enter New Credit Card Details

Fill in the required fields with your new credit card information. Ensure that all details are entered correctly to avoid any issues with verification.



Add Payment

I wish to make a payment for the amount of:

.50 \$

(Minimum Payment = \$0.50) You can pay with either an existing Credit Card or nominate a new one. The newest Credit Card added will be used for all future charges.

Select your credit card

New Credit Card (Pay with Credit Card)

Card Number

0000 0000 0000 0000

Card Type

Month 01 **Year** 2025 **CVV Number** ***

Cancel **Save and Pay**

Cancel

Verification and Automatic Payment Setup

Once you have made the \$0.50 payment, the system will debit this amount and use it to verify your new credit card. After successful verification, this card will be registered as your automatic payment method for future transactions.

What Happens to the \$0.50?

Don't worry about the \$0.50 charge. It will be credited to your account and applied to your next invoice. This way, you are not losing any money, and the amount will be used towards your next payment.

By following these steps, you can easily update and verify your credit card details on the Leader Cloud Portal, ensuring your payment information is always up to date.