

# How To Update My Credit Card In Site Manager

Please log into your Site Manager account using <https://yourdomainname.com/manager/> or members.westhost.com. Once logged in select the link "Billing Summary". Allow all popups to come through. Please follow these instructions:

**First** you need to delete the card on file:

Step 1: Navigate to the section titled Client Profile

Step 2: Payment Methods

Step 3: Click on view or delete

**Second**, you will add a card:

Step 1: Navigate to Manage Payment Card

Step 2: Add Card

Step 3: Add credit card details, Add Card.

Please contact the Billing Department if you have any questions.