

Managing Payment Methods

OnceHub supports a variety of payment methods, giving you the flexibility to update them as needed. However, if you're using PayPal, keep in mind that subscription changes cannot be made within 7 days of your renewal date.

Accepted Payment Methods

- Credit Cards (e.g., Visa, MasterCard, etc.)
- PayPal

How to Access and Manage Payment Methods

Follow these simple steps to manage your payment methods:

1. Click the gear icon in the top-right corner of your OnceHub account, then select **Billing**.
2. From the left-hand menu, choose **Payment Methods**.

Adding a New Payment Method

To add a new payment method:

1. Go to the **Payment Methods** section.
 2. Click the **Add payment method** button.
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Managing Multiple Payment Methods

If you've added more than one payment method, one will serve as your primary payment method, which will be used for all payments. Secondary payment methods act as backups in case your primary method fails, ensuring uninterrupted service.

To change your Primary Payment Method:

1. Click the three dots (...) next to the payment method you want to set as primary.
2. Select **Make primary** from the dropdown menu.

Removing a Payment Method

- You can remove any payment method except the primary one.
 - To remove it, click the three dots (...) next to the payment method and select **Remove**.
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Benefits of Storing Multiple Payment Methods

Storing multiple payment methods offers:

- Uninterrupted subscription payment if your primary payment fails.
 - Convenience when switching payment methods for purchases.
 - Peace of mind that your account remains active without interruptions.
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