

To update your Credit Card or ACH information, or to switch from one to the other, please follow these 4 steps:

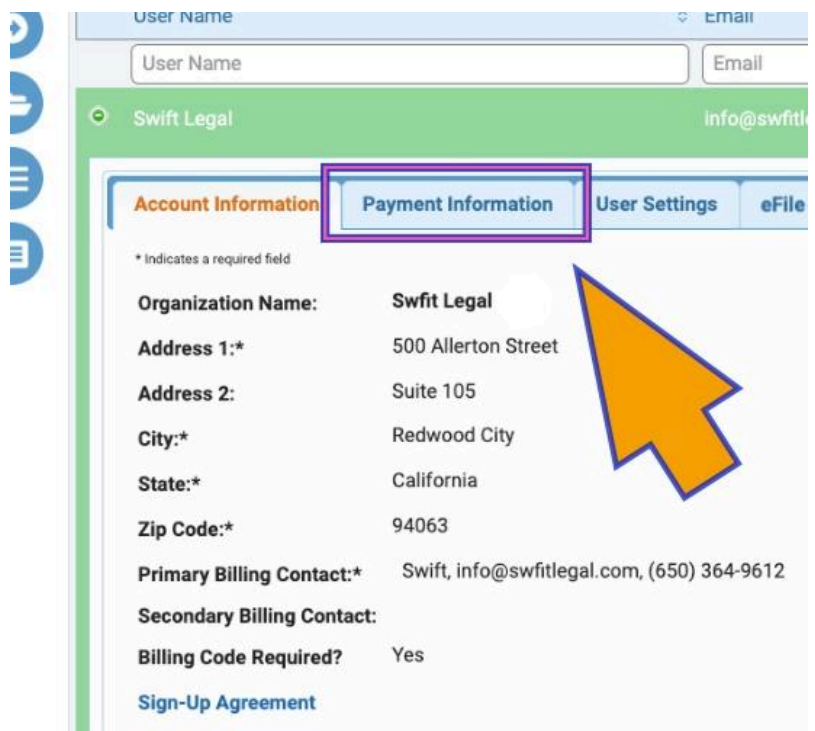
Log in to your Swift Legal Account by [clicking here](#), and click on **My Profile**.



Next, click on the **Payment Information** tab.

If you don't see the Payment Information tab, you are not the Administrator for the account.

Please contact Swift Legal on (650) 364 9612 to find out who is.



Click **Add Payment Method**.

User Name Email

Swift Legal info@sv

Account Information **Payment Information** **User Settings** e

* Indicates a required field

Payment Methods
Manage the credit card and ACH payment accounts for your orders.

AMEX **AMEX: Swift Legal (ending in: 1007) (Default)** ⋮
x1007 09/2030

+ Add Payment Method

To cover the cost of credit card processing, we pass on a 3.00% credit card processing fee per invoice.

Select either Credit Card or ACH, and then enter the details.

If this new payment method is replacing a previously saved one, you must tick **Set as default**.

Click **Save**.

AMEX **AMEX: Swift Legal (ending in: 1007) (Default)** ⋮
x1007 09/2030

Add a Payment Method
 Credit Card ACH

First Name* Last Name*
First name Last name

Card Number* Expiration* CVV*
0000 0000 0000 0000 MM YYY CVV

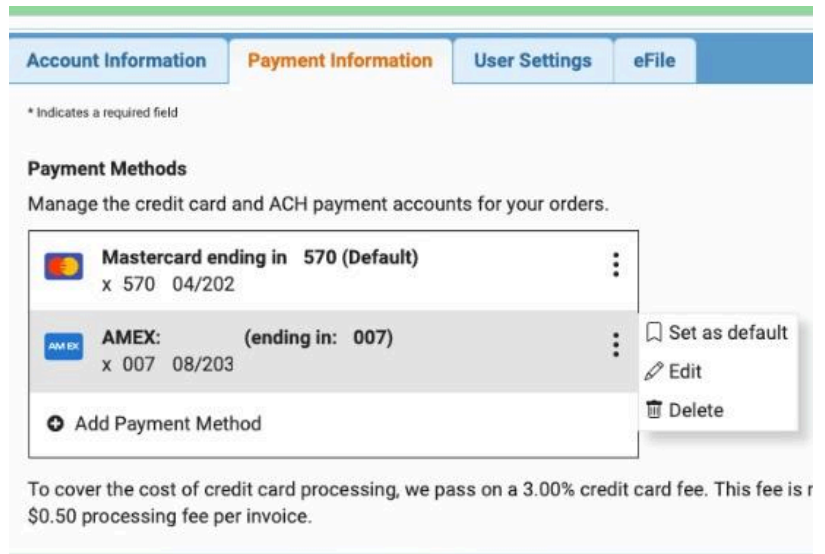
Billing Address*
500 Allerton Street Suite 105, Redwood City CA 94063

Nickname (optional) Set as default

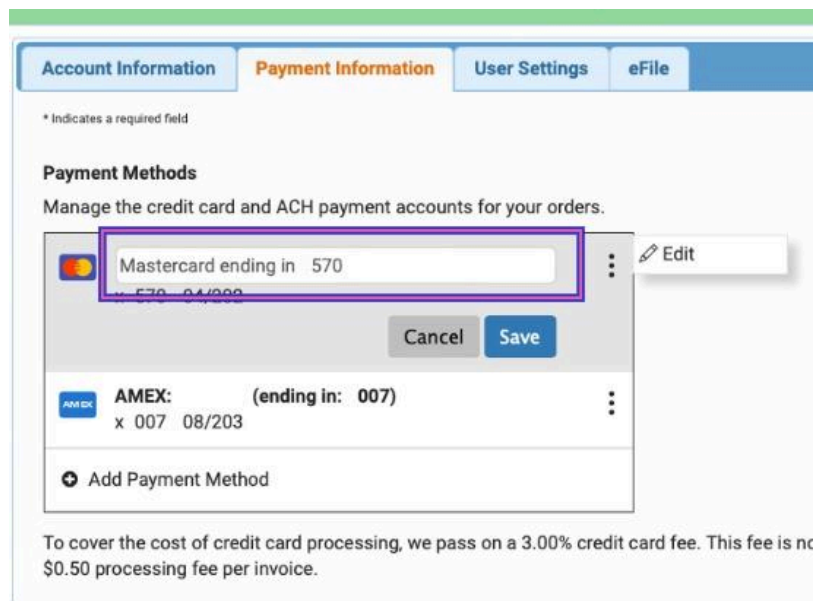
Nickname

Cancel Save

You now have the option to delete the previously saved details.



If you are saving multiple payment methods for different clients and/or Attorneys, click **Edit** to "nickname" each one for easy reference.



A few final things:

- Unfortunately Debit cards cannot be added as a payment method. However, the Checking/Savings account the card is linked to can be. Just select ACH debit & enter the associated Routing & Account numbers.
- All Credit Cards will incur a 3% processing fee per invoice.
- All ACH debits will incur a \$0.50 processing fee per invoice.