



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

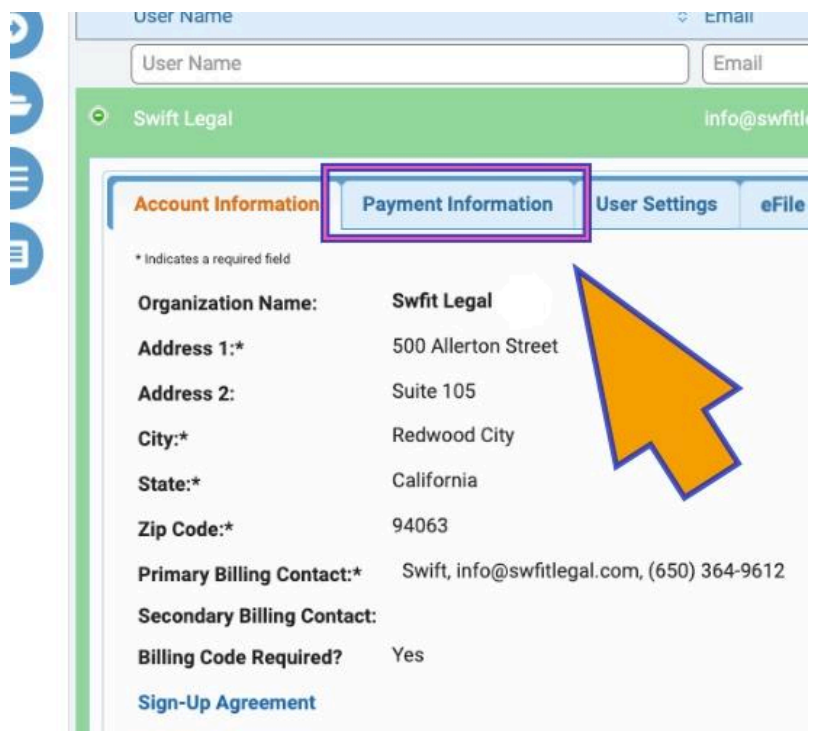
Log in to your Swift Legal Account by [clicking here](#), and click on **My Profile**.



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: 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 source is replacing a previously saved one, you must tick **Set as default**.

Click Save.

If you have the option "Request ACH" instead, please contact our office on (650) 364 9612, and press 5 for Support.

AMEX: Swift Legal (ending in: 1007) (Default)
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Add a Payment Method

Credit Card ACH

First Name* Last Name*

Card Number* Expiration* CVV*

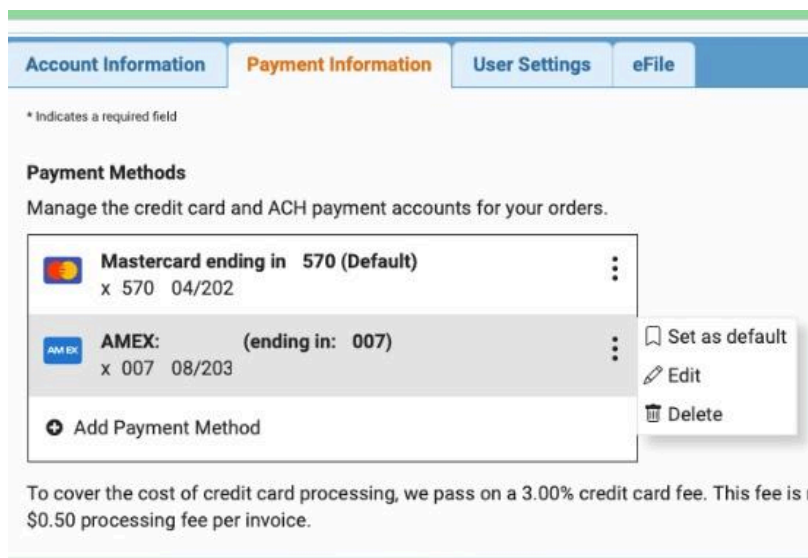
Billing Address*

Nickname (optional) Set as default

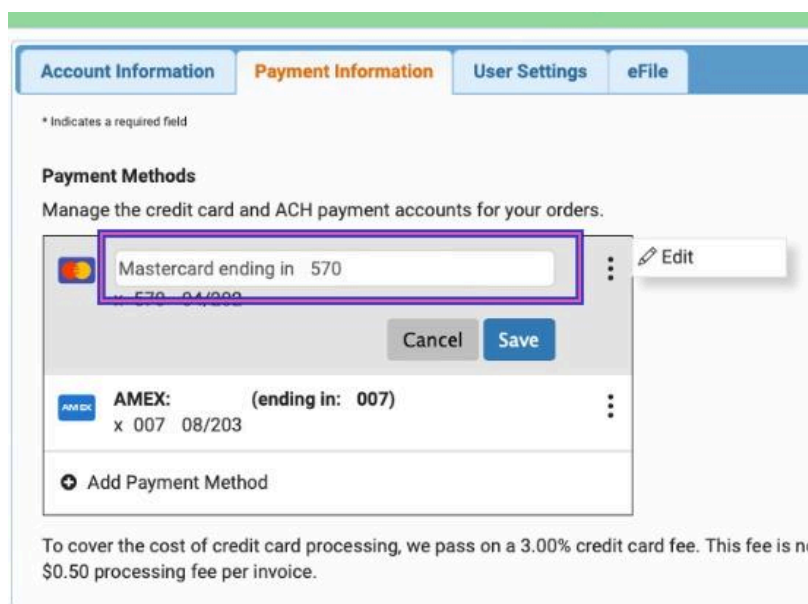
Cancel Save

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

*If this is replacing an existing source, we **highly** recommend this, as it will automatically update the billing details on any existing work orders to the new payment source.*



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



A few extra things:

- *Unfortunately Debit cards cannot be added as a payment method. However, the Checking/Savings account the card is linked to can be by using 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.*