



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

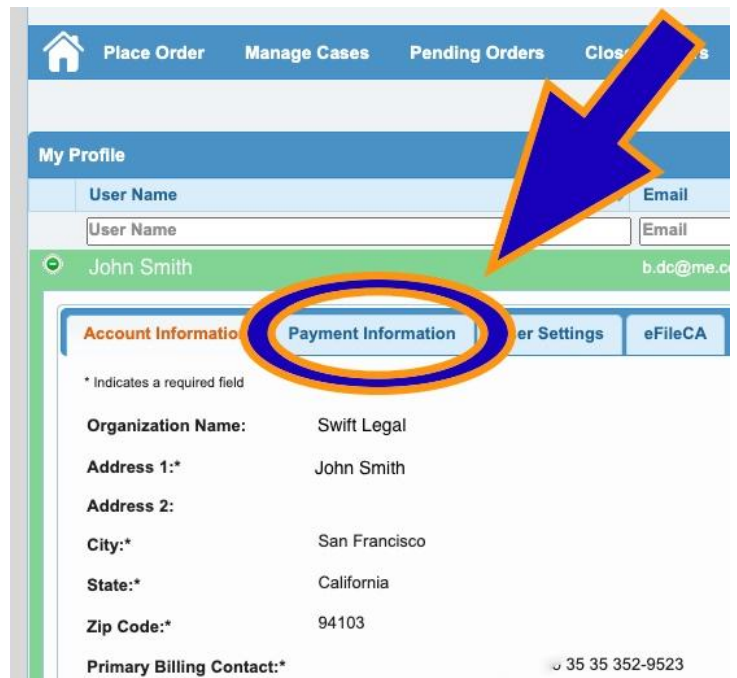
Log in to your Swift Legal Account by [clicking here](#), and click on **My Profile**.



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.



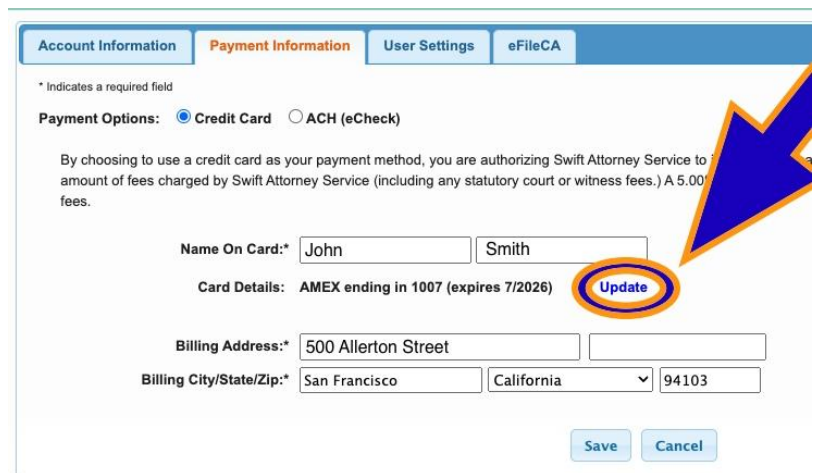
Click **Edit**.



The screenshot shows the 'Payment Information' tab in a web application. At the top, there are four tabs: 'Account Information', 'Payment Information' (highlighted in orange), 'User Settings', and 'eFileCA'. Below the tabs, a note states '* Indicates a required field'. Under 'Payment Options', the 'Credit Card' option is selected with a blue radio button. A paragraph explains that using a credit card authorizes Swift Attorney Service to incur a 5.00% per month fee. The form displays the following information: 'Name On Card:* John Smith', 'Card Details: AMEX ending in 1007 (expires 7/2026)', and 'Billing Address:* San Francisco, California 94103'. A blue arrow points from the top right towards the 'Edit' button, which is circled in blue at the bottom right of the form.

To change your Credit Card or ACH details, click on **Update**.

This is also where you can switch from Credit Card to ACH or vice versa.



The screenshot shows the 'Payment Information' tab with the 'Credit Card' option selected. The 'ACH (eCheck)' option is also visible but unselected. The form fields are now input boxes: 'Name On Card:*' with 'John' and 'Smith' in separate boxes; 'Card Details: AMEX ending in 1007 (expires 7/2026)'; 'Billing Address:*' with '500 Allerton Street' in a box; and 'Billing City/State/Zip:*' with 'San Francisco', 'California' (in a dropdown), and '94103' in separate boxes. A blue arrow points from the top right towards the 'Update' button, which is circled in blue. At the bottom right, there are 'Save' and 'Cancel' buttons.

Enter the new information & click **Save**.