

Updating Your Payment Method

?? ADMINISTRATOR SETUP GUIDE

DynaTrail Dispatch uses Stripe for secure subscription billing. If you need to change the credit card used for your subscription, you can update the payment method directly from the **Subscription Information** page.

Once updated, all future subscription charges will be billed to the new payment method.

Opening the Subscription Information Page

To access subscription billing settings:

1. Click **Settings**
2. Select **Company Profile**
3. Click the **Subscription Information** tab

Updating Your Payment Method

To update the credit card used for subscription billing:

1. Locate the **Update Payment** button in the **Subscription Plans** section
2. Click **Update Payment**
3. A secure Stripe billing page will open in your browser
4. Select an existing payment method or choose **Add payment method**
5. Enter the new credit card details
6. Click **Update** to save the payment method

After the update is completed, you will automatically be returned to the DynaTrail Dispatch application.

? Tip

DynaTrail Dispatch does not store your credit card details. All billing information is securely processed and stored by Stripe.

What You Will See in Stripe

When the Stripe billing page opens, you may see the following options:

- Select an existing saved card
- Add a new payment method
- Enter card number, expiry date, and security code
- Confirm the update using the **Update** button

Stripe may also display a **Return to DynaTrail Dispatch** link after the payment method is updated.

? Tip

If you click **Go back** on the Stripe page before clicking **Update**, your payment method will not be changed.

After Updating Your Payment Method

Once the update is completed:

- Your subscription remains active
- The new payment method will be used for future billing
- Your next monthly charge will automatically use the updated card

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