



# Updating Payment methods in the WERC Smart account

6 Steps

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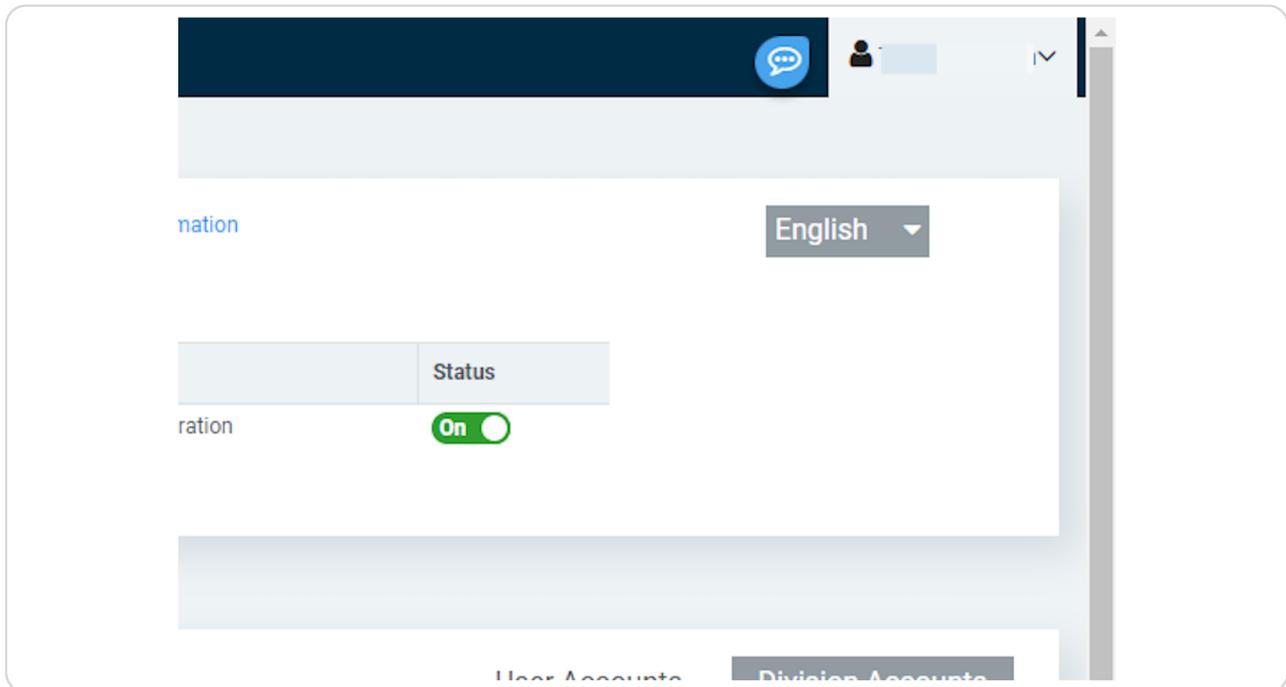
STEP 1

**[Go to ulwercksmart.com](https://ulwercksmart.com)**

log in with your credentials

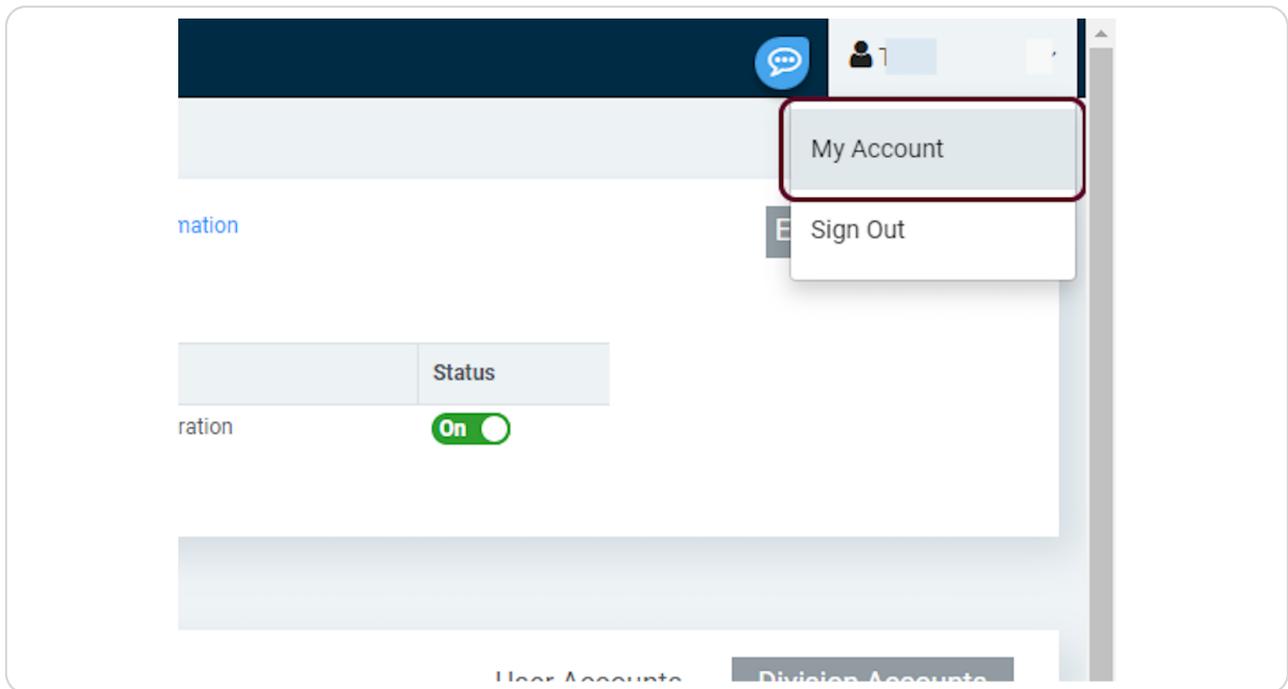
STEP 2

**Click on Your name in the upper right corner**



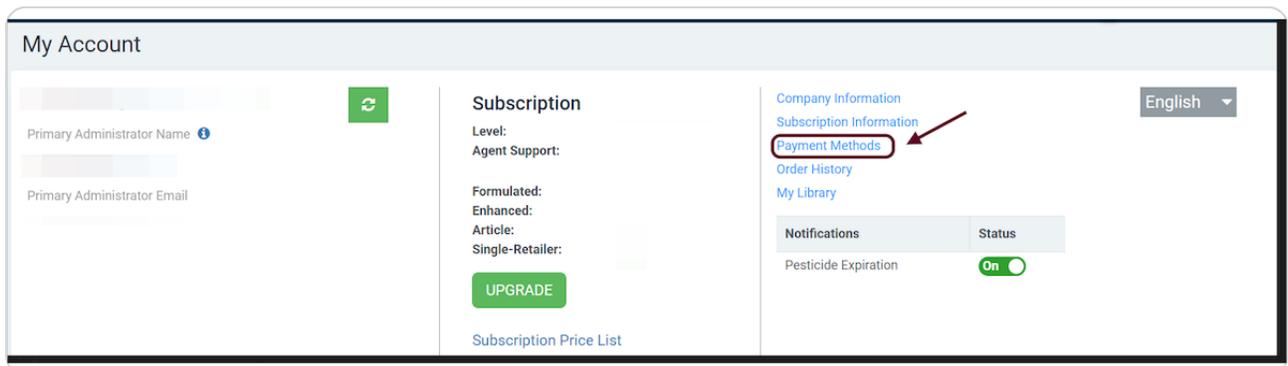
STEP 3

Click on My Account



STEP 4

Click on "payment methods"

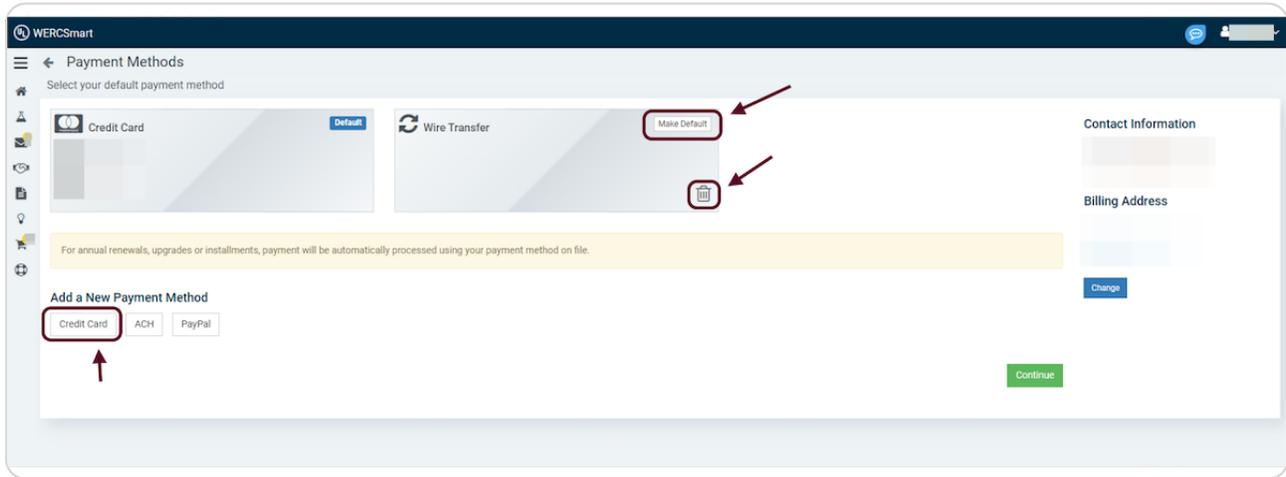


## STEP 5

### On this page you enter/ update the payment information

1. If you do not have a payment entered, please select the type and enter in the information and select 'make default'
2. If you have a payment marked as default, such as a credit card, but the payment did not go through. Please select make default on Wire Transfer and then you will see the Trash Can on the credit card to delete it. You will need to re-enter the credit card information and make it default again.

Look to next step how to sync the account.



## STEP 6

### Alternatively, you can select the sync button from the account page

1. Or on the account page select the 'sync' icon. this button is a green square button. You will know the payment has gone through when under subscription information the account says active instead of locked. You will also receive a email confirmation.

