

# Updating Payment methods in the WERCSmart account

6 Steps

Created by

Tabitha Larkin

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STEP 1

## Go to ulwercsmart.com

log in with your credentials

### STEP 2

# Click on Your name in the upper right corner

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#### STEP 3

# Click on My Account

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#### STEP 4

# Click on "payment methods"

My Account				
Primary Administrator Name 3	Subscription Level: Agent Support: Formulated: Enhanced: Article: Single-Retailer: UPGRADE Subscription Price List	Company Information Subscription Information Payment Methods Order History My Library Notifications Pesticide Expiration	Status On	English



## 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.

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≡	<ul> <li>Payment Methods</li> </ul>	
ñ	Select your default payment method	
	Credit Card Output & Wire Transfer	Contact Information
9		
Đ		Billing Address
8		
R.	For annual renewals, upgrades or installments, payment will be automatically processed using your payment method on file.	
•	Add a New Payment Method	Change
	Credit Card ACH PayPal	
	<u>+</u>	
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#### 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.

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