

Updating your Billing Information

Lu Parente - 2015-03-25 - 0 Comments - in Billing & Invoices

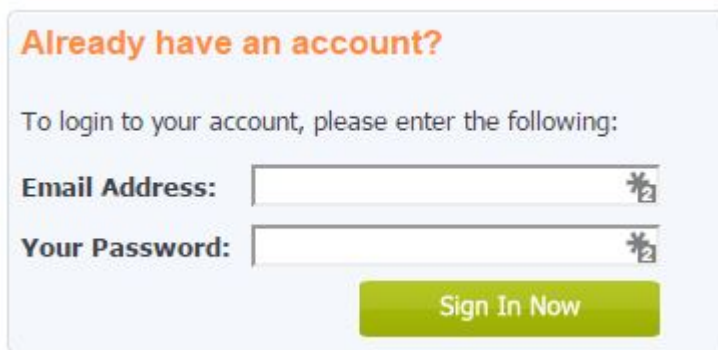
Follow the instructions below on how to update your billing information by logging in at www.roadpost.ca or www.roadpost.com

Solution: Update Billing Information

1. Navigate to the Roadpost website

- Canadian customers navigate to <https://www.roadpost.ca/login.aspx>
- US customers navigate to <https://www.roadpost.com/login.aspx>

2. Enter your login credentials and click Sign In Now



The screenshot shows a login form with the heading "Already have an account?". Below the heading, it says "To login to your account, please enter the following:". There are two input fields: "Email Address:" and "Your Password:". Each field has a small icon of a person with a star next to it. Below the fields is a green button labeled "Sign In Now".

3. Select Account Details to edit your login information, address, and credit card information

My Account

Welcome to your account.

Online Orders

View all your orders that were placed online.

Invoices

View all your invoices from the last 12 months.

Manage Iridium Services

Effortlessly manage all your Iridium Prepaid and Postpaid Services including Prepaid Balance Inquiry and Prepaid Recharge and Extension orders.

Account Details

Easily manage and edit your login information, addresses and [credit card information](#).

4. Your account details will be displayed. Select Edit Credit Card to edit your credit card information.

Account Details

Login Information

bgabay@roadpost.com

[Edit email address](#)

[Edit password](#)

Address Book

7A Taymall Ave

Toronto, ON M8Z3Y8

CANADA

[Edit address book](#)

Credit Cards

*****1111

[Edit credit card](#)



5. Update your credit card information and click Update to save.

Billing Information

Credit Card

Enter your credit card information below. Please note the name on your credit card must match the name on the billing address. Debit cards are not accepted.

Card Type: *

Card Number: *

Expiration: / *

* All fields required



Billing Address

Bill Gabay

7A Taymall Ave

Toronto, ON M8Z3Y8

CANADA

6. To update your Billing Address, click Edit.

Billing Information

Credit Card

Enter your credit card information below. Please note the name on your credit card must match the name on the billing address. Debit cards are not accepted.

Card Type: *

Card Number: *

Expiration: / *

* All fields required

Billing Address

Bill Gabay
7A Taymall Ave
Toronto, ON M8Z3Y8
CANADA

←

7. Update your Billing Address and click Continue to save.

Edit Billing Address

Modifying Account Number RC301240

* Indicates required information.

First Name: *

Last Name: *

Company:

Address 1: *

Address 2:

City: *

State: *

Zip/Postal Code: *

Country:

Is this address a Business or Residence?

Phone: *

Fax:

Invoice Name:

←

8. You have successfully updated your credit card information and billing address.