

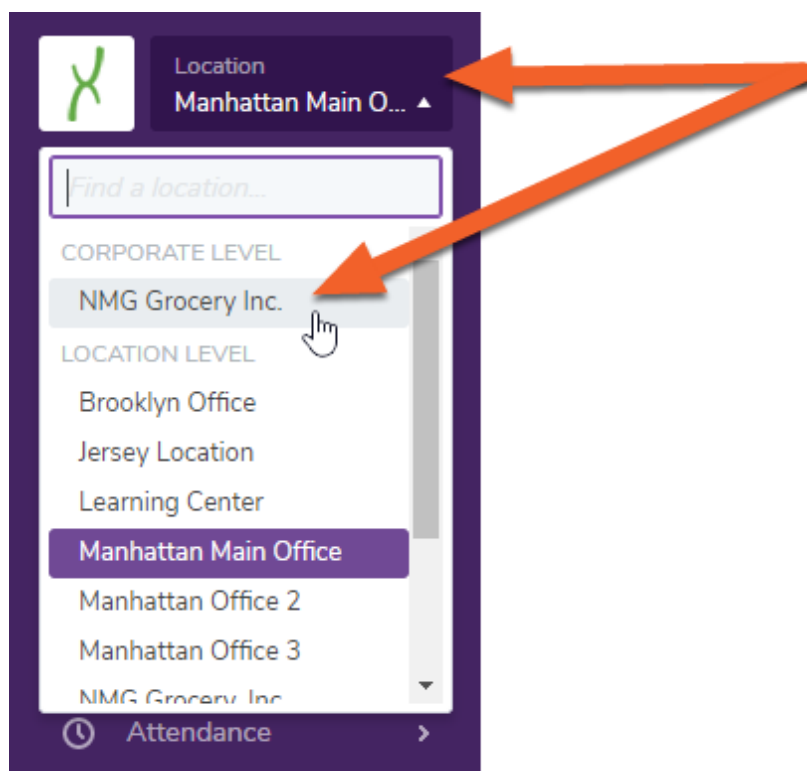
Change your payment method

At TimeForge, we truly appreciate the relationships we have with our customers. Thank you for your continued patronage, and please feel free to [contact us](#) if you ever have any questions, need any new features, or just want to talk about how cool TimeForge is!

Follow the steps below to change your payment method.

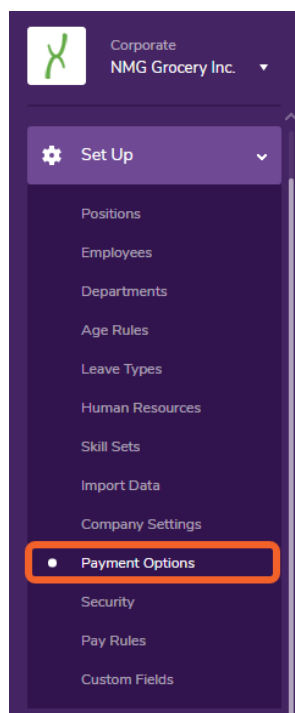
Go to the Corporate level

If you have more than one location, you'll need to switch to the Corporate level. Simply click on the drop down arrow in the top left corner of the screen, then click on the name of your business at the top, under the "Corporate Level" heading.



Navigate to Payment Options under the Set Up tab

Open the **Set Up** tab, then select **Payment Options** from the sub-menu.



First Time Setup Only

Choose your plan

If this is your first time entering a payment method, you will be prompted to select a plan. Choose one of the available options to continue.

Select One of These Plans	TimeForge Max	TimeForge Scheduling	TimeForge Attendance	TimeForge Human Resources
Fast AutoScheduler™ Scheduling	✓	✓		
Email Reminders for Employees	✓	✓		
Text Message Reminders	✓	✓		
Send Messages to Staff	✓	✓	✓	✓
Employee Shift Swaps	✓	✓		
Schedule using Templates	✓	✓		
Organize by Department	✓	✓	✓	✓
Timecards (Clock in and out)	✓		✓	
Export to Payroll Providers	✓		✓	
Integrate with Other Systems	✓		✓	
Daily Log and Analytics	✓			✓
Management Reports	170	78	72	64
Your Active Employees:	9	9	9	9
Your price:	\$31.05	\$9.00	\$17.55	\$9.00
	Choose TimeForge Max	Choose TimeForge Scheduling	Choose TimeForge Attendance	Choose TimeForge Human Resources

💡 Questions about how prices are calculated? See our [frequently asked questions](#) for more information.

Fill out your credit card information

The form will automatically fill in your company name and address if you've already provided these under your Company settings. Otherwise, you can enter this information now or make changes to what's there.

Enter your payment information, then click **Continue >>** to apply your changes.


Change Payment Method

Please enter your new payment information below. TimeForge accepts Visa, Mastercard, American Express, and Discover credit cards, as well as eChecks. We proudly use Authorize.Net as our secure payment processor.

Order Summary:
 Today's Date: 10/25/2019
 Initial Monthly Payment: \$31.05 per month

Credit Card Information: Pay By Check

Company Name:
 First Name On Card:
 Last Name On Card:
 Address:
 Address (Line 2):
 City:
 State:
 Zip:
 Billing Phone:
 Card Type/Number: Visa
 Card Expiration Date: MM YYYY
 Card ID (CVV2/CID) Number:
[What is the Card ID?]



Continue >>

Updating your Payment Method

Just need to update your credit card information? No problem! Click the **Change Payment Method** link in the top left corner of the screen, then enter your credit card information.

Payment Options

Send Payment Emails To: Egon Spengler Additional Email Addresses: espengler@nomoreghosts.c Update

We greatly appreciate your patronage! You are a valued and important customer, and we would love to hear from you about how TimeForge is working for your business. Using this page, you can easily change your monthly TimeForge plan, or you can cancel your account.

[Cancel TimeForge Account](#)

[Change Payment Method](#)

You are currently using the TimeForge Max plan.



Select One of These Plans	TimeForge Max	TimeForge Scheduling	TimeForge Attendance	TimeForge Human Resources
Fast AutoScheduler™ Scheduling	✓	✓		
Email Reminders for Employees	✓	✓		
Text Message Reminders	✓	✓		
Send Messages to Staff	✓	✓	✓	✓

Be sure to click **Continue >>** to apply your changes.

Company Name: NMG Grocery Inc.

First Name On Card: Eric

Last Name On Card: Spengler

Address: 333 Paranormal Ave.

Address (Line 2):

City: New York

State: NY

Zip: 10001


Billing Phone: 555-555-5555

Card Type/Number: Visa 4111111111111111

Card Expiration Date: 01 2030

Card ID (CVV2/CID) Number: 000
[What is the Card ID?]

[Continue >>](#)



VISA AMERICAN EXPRESS DISCOVER