HOW TO ADD OR UPDATE YOUR PAYMENT INFORMATION

Follow these steps to add or update your payment method and billing details.

LOG IN TO YOUR MLS GRID ACCOUNT

1. Log in to your MLS Grid account at app.mlsgrid.com. Click **Manage Subscriptions** in the left sidebar menu.
2. Click the blue button below the summary of your existing data subscription to open the **View Subscription** page.

ADD A PAYMENT METHOD

1. On the **View Subscription** page, click the **Payment Info** tab, then click the blue **Manage Billing + View Invoices** button.
2. Click the **+ Add payment method** link.
3. Add a credit card, link a US bank account (ACH), or use Apple Pay.

REPLACE OR REMOVE A PAYMENT METHOD

1. On the **View Subscription** page, click the **Payment Info** tab, then click the blue **Manage Billing + View Invoices** button.
2. Click **+ Add payment method**, enter your new details, check **Use as default payment method**, and click **Add**.
3. To remove an old method, click the ··· menu next to it and choose **Delete**. To change your default, choose **Make default** instead. Your default method can't be deleted, so set a new default first.

UPDATE BILLING DETAILS AND RECEIPT EMAIL

1. On the **View Subscription** page, click the **Payment Info** tab, then click the blue **Manage Billing + View Invoices** button.
2. In the Billing Information section, click the **Update Information** link.
3. Update your billing name, the email address where receipts are sent, and your billing address.

NEED HELP?

You can also view and download past invoices from the **Manage Billing + View Invoices** page. Questions about billing? Contact us at support@mlsgrid.com.