

# Adding a Credit Card to Your Account

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Depending on the payment method you select, you may be required to provide credit card information prior to using any billable functions within the software. Billable functions include, but may not be limited to, submitting LIVE filings to EDGAR.

If you attempt to submit a LIVE filing from within the software but receive a message that you have not provided a valid payment method, you will need to set up your billing information in the Billing area of GoFiler Online.

To add a credit card to your account:

1. Click on the *Billing* link located in the left navigation bar.
2. In the *Payment Information* area, press the *Edit Billing Information* button.

**Novaworks** (585) 424-1700 Get Help Account Settings

**Billing Information**  
View and edit billing information.

**Payment Information:**

**Billing Information**

Billing Contact: John Doe  
333 Metro Park  
Rochester, NY 14623 United States

Payment Plan: Pre-Pay 20

Credit Card Status: Not set up

Edit Billing Information Edit Payment Plan

**Payment History:**

Invoice Number	Due Date	Paid Date	Confirmation # / Status	Amount
GWP-00052	2016-07-27	2016-07-27	gbreibhts	720.00

3. In the form that appears, first complete the billing address and contact information.
4. In the *Payment Method* area, enter your credit card information.
5. Press the *Update* button to save the credit card information.

## Helpful Hints:

- You will not be charged to use any portion of GoFiler Online. Only certain functions within Go 16 Online will incur charges, and you will be warned prior to using such functions so you know exactly when your credit card will be charged.