

How to change your credit card on GembaDocs



1

LOGIN

If you have already downloaded our mobile app, you can use the same credentials to login here for our web version.

Email

Password

[Forgot your password?](#)

LOG IN

OR

LOG IN USING SINGLE SIGN ON

OR

ADMINS need to log in to GembaDocs on a browser. **Non Admins cannot access billing features, random change**

2

MANAGE ADMINS **SUBSCRIPTION**

[Cancel](#) [Save As Draft](#) [Save](#)

Navigate to **SUBSCRIPTION** on the menu tab and choose **MANAGE CARDS**.

3

MANAGE CARDS

[+ Add New Card](#)

Card List

Visa **** * 4737 Expires: 4/2026	Default	
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Edit Card

Here you can **Edit your card** by clicking the "3 dot" menu or "**Add a New Card**" as shown.