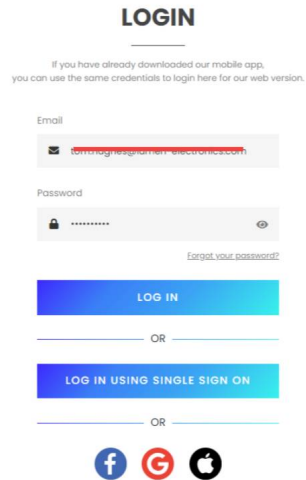
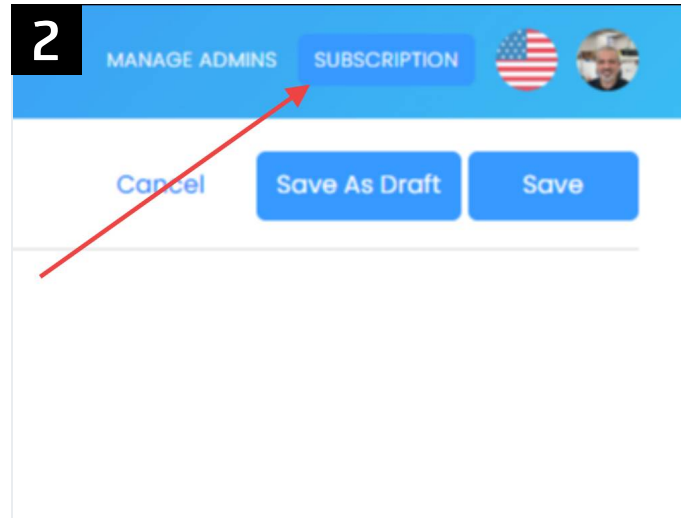


1



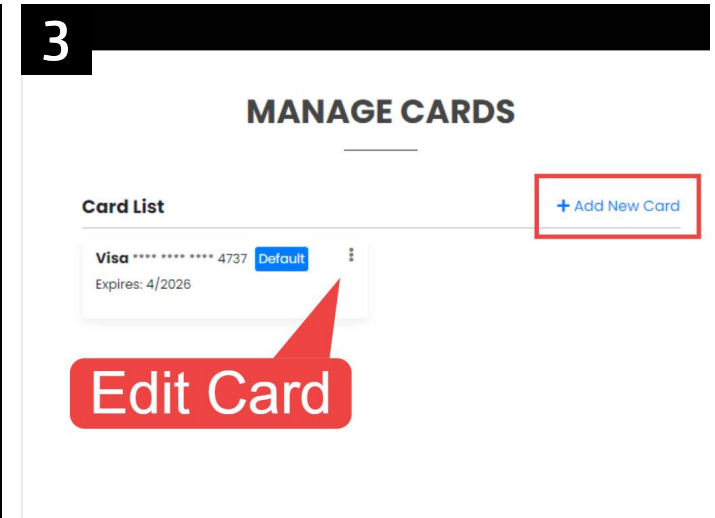
ADMINS need to log in to GembaDocs on a browser. **Non Admins cannot access billing features, random change**

2



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

3



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