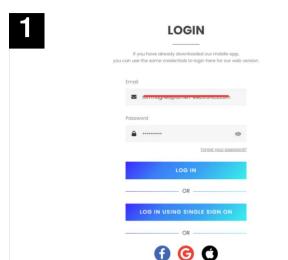
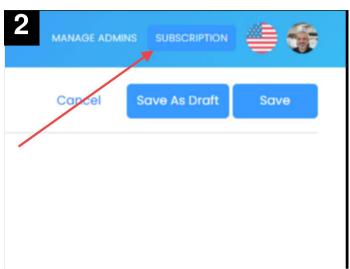


How to change your credit card on GembaDocs

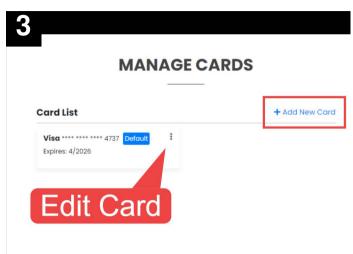




ADMINS need to log in to GembaDocs on a browser. Non Admins cannot access billing features, random change



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



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