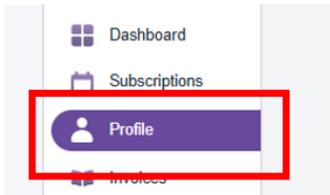


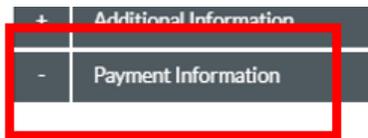
HOW TO SETUP AUTO PAYMENT FROM THE ICON CLOUD CUSTOMER PORTAL

This document provides step-by-step instructions to setup automatic credit card payments from the ICON Cloud Portal. Please note that automatic credit card payments cannot be enabled using the “Pay Now” option on your invoice.

1. Login to the ICON Cloud Customer Portal. URL: <https://iconcloud.com/customer-portal>.
2. Choose **Profile**.



3. Choose **Payment Information**.



4. Choose **Add a New Payment Method**.



5. Enter the Payment Information and Save Changes.

IMPORTANT! Make sure to select the proper credit card billing address. If the credit card billing address is different from your ICON Cloud account billing address, uncheck the “Use Default Address checkbox and enter in the correct credit card billing address.

Payment details

CARD INFORMATION	
First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email	
<input type="text" value="mmarchioni@iconvn.com"/>	
Credit / Debit Card Number *	Card Type *
<input type="text"/>	   
Card Expiry Date *	CVV *
<input type="text" value="12"/> / <input type="text" value="28"/>	<input type="text"/>
<input type="checkbox"/> Use Default Billing Address	

BILLING ADDRESS	
Address 1 *	
<input type="text"/>	
Address 2	
<input type="text"/>	
City *	State *
<input type="text"/>	<input type="text"/>
Country *	Zip Code *
<input type="text" value="UNITED STATES"/>	<input type="text"/>

6. Once the Payment Profile is Saved, you can then enable autopay from the Payment Information Main Screen by clicking the Autopay check box and Saving Changes.

MY PROFILE Change Password



- + Account Information
- + Address Information
- + Contact Information
- + Additional Information
- Payment Information

Add New Payment Method

Credit/Debit card

PAYMENT INFORMATION Search...

SET AUTOPAY	CARD NUMBER	CARD HOLDER'S NAME	CARD TYPE	STATUS
<input checked="" type="checkbox"/>	**** * * * *	Michael * * * * i	VISA	Active

Save Changes Cancel