

Change payment method

- 1. Sign in to <u>Zoho One</u>∠.
- 2. Click your account icon in the top-right corner to reveal the sidebar.
- 3. Under *Subscription*, click **Manage**.

| Done One | Users Manage Fields | | | | | \otimes |
|------------------|--|-----------|------|--------|--------------|---|
| S User Home | 🔍 🛛 Active Users 🐱 | | | | | |
| Ch Dashboard | NAME / EMAIL ADD | RESS | APPS | GROUPS | LAST LOGIN | Amelia |
| 📴 Organization | Abbie Jennings abbie.jennings@zylk | er.biz | 10 | 2 | 2 months ago | User Id: ⑦ |
| 80 Applications | Amelia Burrows amelia.burrows@zyl | ker.biz | 39 | 0 | 5 hours ago | My Account Sign Out |
| ິ Users > | Annette Charbonn annette.c@zylker.biz | eau | 6 | 1 | 2 months ago | 3 Zoho One - 70 Users Next renewal 27 Mar 2020 |
| Admins | Charles Stone charles.stone@zylke | r.biz | 10 | 2 | 19 days ago | Manage |
| ్లి, Groups | Dieter Klein dieter.klein@zylker.t | iz | 10 | 1 | 2 years ago | Switch to old version |
| Security | Eamon Bassett eamon.b@zylker.biz | | 7 | 1 | 2 months ago | What's new? Help |
| က္က Marketplace | Eduardo Vargas eduardo.vargas@zyll | ker.biz | 8 | 1 | 1 year ago | Webinars |
| Active Directory | Emma Henderson emma.henderson@z | ylker.biz | 5 | 1 | 2 years ago | ダ Start Tour |
| A Reports | Fatima Yilmaz fatima.yilmaz@zylke | r.biz | 7 | 2 | 2 years ago | 🧞 Refer a friend |
| | Hiyoshi Nakamura hiyoshi.nakamura@z | ylker.biz | 5 | 0 | 1 year ago | |
| | Indira Agrawal | erbiz | 7 | 1 | 2 years ago | Run your business from your phone. Learn More |

4. Click Update Payment Method.

| 已 Store | | | | | | | Your Store Details $ \lor $ | ٢ | () :: | ſ |
|---------|---|------------------|---|------|---|----------------|-----------------------------|---|--------------|---|
| | Your purchase was made offline. Please contact upgrade@zohocorp.com to modify your subscription. If you want to move to online subscription, please update your Payment Method. | | | | | | | | | |
| | Zoho One | | | | | | | | | |
| | Subscription Details | Subscription ID: | | | | | | | | |
| | ITEM | NO. OF UNITS | TS TOTAL/YEAR es \$ 17,760.00 | | Next Payment 05 Oct 2025 (Yearly) | Payment Histor | 1 | | | |
| | All Employee Pricing Plan | 40 employees | | | | \$17,760 | | | | |
| | CRM File Storage Add-on | Not Opted | \$ | 0.00 | | | | | | |
| | CRM 2000 emails Add-on | Not Opted | \$ | 0.00 | | | | | | |
| | SalesIQ Visitors Add-on | Not Opted | \$ | 0.00 | | | | | | |
| | Social Brands Add-on | Not Opted | \$ | 0.00 | | | | | | |
| | Analytics Rows Add-on | Not Opted | \$ | 0.00 | | | | | | |
| | Books Documents AutoScan Add-on | Not Opted | \$ | 0.00 | | | | | | |
| | Assist - Unattended Access Add-on | Not Opted | \$ | 0.00 | | | | | | |
| | Creator Customer Portal Add-on | Not Opted | \$ | 0.00 | | | | | | |
| | Flow Task Add-on | Not Opted | \$ | 0.00 | | | | | | |

- 5. Enter your card/UPI details, and make a \$1 payment. This charge is to verify the validity of your card/UPI, and will be reversed automatically.
- 6. Click **OK**.