



PayPal - How to change the subscription payment method

There are many reasons for subscribers to change the payment method for their PayPal subscription such as a new credit card or bank account. Depending on how the PayPal subscription was originally started dictates how to change the payment source.

- Originally **subscribed by logging into a PayPal BUSINESS account**
 - Log into your PayPal account
 - Click on your name in the upper right corner (to the right of the Help menu bar option) and select “Account Settings”
 - On the left hand side vertical menu bar option, click “Payment Preferences”
 - In the main screen on the right, find the “Automatic payments” section (you may need to scroll down a little)
 - At the bottom of all of the automatic payments listed, click on the blue “Manage Automatic Payments” hyperlink
 - On the left hand side, click the “Ad Plus, LLC – DBA Promo Social Post” subscription
 - On the right, click the blue “Manage and cancel at Ad Plus, LLC – DBA Promo Social Post” hyperlink and change the subscription
- Originally subscribed by **logging into a PayPal PERSONAL account**
 - Log into your PayPal account
 - Go to “Settings”
 - Click on “Payments”
 - Under “Manage automatic payments”, click on the subscription to update
 - Click on “Change” next to the payment method and select a new payment method
- Originally **subscribed by NOT logging into a PayPal account** and the “Pay with Debit/Credit Card” button was clicked
 - There is no way to change the payment method on the current subscription, so a new subscription needs to be started for each service. To start a new subscription, follow these steps:
 - For a new email marketing subscription
 - Go to <https://www.promosocialpost.com/email-marketing/>
 - Scroll down the page to the “How Much Does It Cost” section
 - Select the appropriate Email Marketing Subscription in the selection box above the gold “Subscribe” button
 - Press the gold “Subscribe” button and PayPal will open so you can setup a new subscription
 - For a new social media publishing subscription
 - Go to <https://www.promosocialpost.com/social-media-publishing/>
 - Scroll down the page to the “How Much Does It Cost” section
 - Select the appropriate Social Media Subscription in the selection box above the gold “Subscribe” button
 - Press the gold “Subscribe” button and PayPal will open so you can setup a new subscription
 - Once the new payment method has been setup, call us at (650) 966-7810 x1 or email greg@promosocialpost.com that this has been done. We will cancel your old subscriptions.
 - If you prefer for us to walk you through the process, then call us at (650) 966-7810 x1.