

# Billing Portal

## What is Billing Portal?

The Billing Portal page will display your billing information, payment methods, invoices, and subscription-related details.

## How to Access the Billing Portal

1. Navigate to **Settings > Billing Portal** from the left-hand menu.
  2. A new window will open automatically.
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## How to View Payment History

1. Scroll down to the **Invoice History** section.

All previous invoices and payment records will be displayed.

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## How to Change Your Payment Card

1. Navigate to the **Payment Methods** section.
2. Click **Add Payment Method**.
3. Enter the required card information.
4. Save the payment method.

The new card will be added successfully.

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## How to Set a Card as the Default Payment Method

1. Locate the card you want to set as the default payment method.
2. Click the three-dot menu located on the right side of the card.
3. Select **Make Default**.

The selected card will be used as the default payment method for future charges.

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## How to Download an Invoice

1. Scroll down to the **Invoice History** section.
2. Locate the invoice you want to download.
3. Click **Download Invoice**.

The invoice will be downloaded to your device.

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## How to Update Your Billing Information

1. Click **Update Information** under the **Billing Information**.
2. Enter or modify the required billing details.
3. Click **Save**.

The billing information will be updated successfully.

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## Important Information

“ **Note:** AgentRoof does not store your card details. All payment methods are securely managed through the Stripe Billing Portal.

“ AgentRoof may create invoices for subscription charges and additional services. These invoices can be automatically charged to your default payment method through Stripe.

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