



## ADD OR UPDATE PAYMENT INFORMATION

Follow the steps below to add or update your payment information.

### LOG IN TO YOUR MLS GRID ACCOUNT

1. Log in to your MLS Grid account at [app.mlsgrid.com](https://app.mlsgrid.com)
2. Click [Manage Subscriptions](#) in the left sidebar menu.
3. Click the blue button below the summary of your existing data subscription to [Edit the Data Subscription Details](#).

### ADD PAYMENT INFORMATION

1. Click on the [Payment Info](#) tab.
2. Click [Manage Billing + View Invoices](#).
3. You will be taken to a Stripe page detailing your payment history.
4. You can edit the payment method and billing email.

### DOWNLOAD INVOICES AND RECEIPTS

5. On the Stripe page detailing your payment history, scroll down to Invoice history. Click on the arrow to the right of the Invoice date.
6. In the next window that opens, you can either download your invoice or download your receipt.