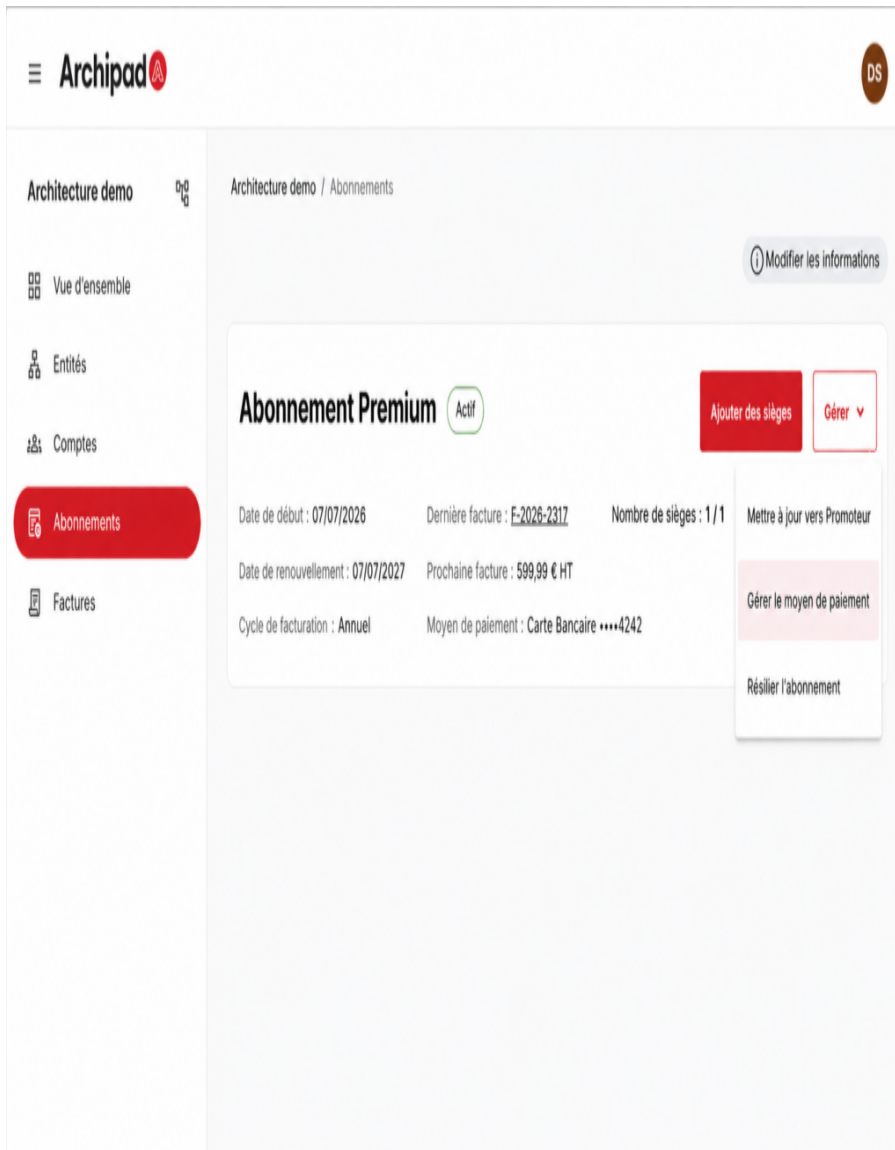


7-Manage your payment method

Posted on July 7, 2026 by Smaheine

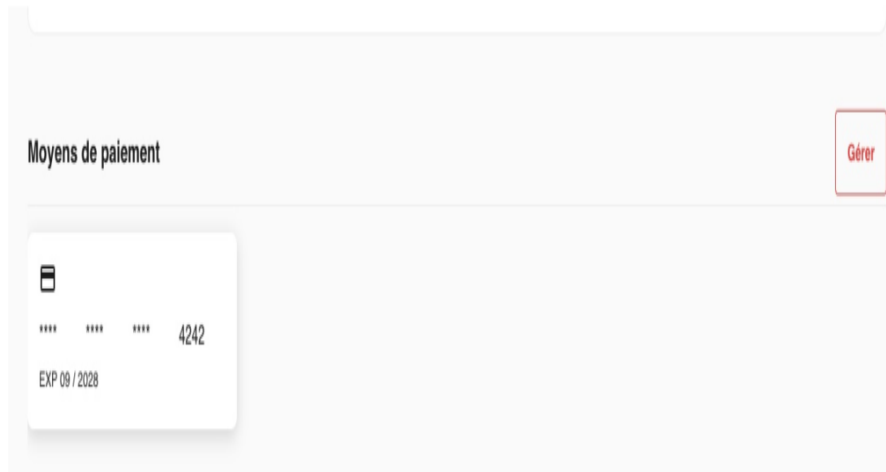
From the **Admin Console**, you can view and manage the payment method associated with your Archipad subscription.

This action is restricted to company administrators.



The screenshot shows the Archipad Admin Console interface. On the left is a sidebar with navigation items: 'Architecture demo', 'Vue d'ensemble', 'Entités', 'Comptes', 'Abonnements' (highlighted in red), and 'Factures'. The main content area is titled 'Architecture demo / Abonnements'. A button 'Modifier les informations' is visible. The primary card displays 'Abonnement Premium' with an 'Actif' status. Below this, subscription details are listed: 'Date de début : 07/07/2026', 'Dernière facture : F-2026-2317', 'Nombre de sièges : 1 / 1', 'Date de renouvellement : 07/07/2027', 'Prochaine facture : 599,99 € HT', and 'Cycle de facturation : Annuel'. A dropdown menu is open from the 'Gérer' button, showing options: 'Ajouter des sièges', 'Gérer', 'Mettre à jour vers Promoteur', 'Gérer le moyen de paiement', and 'Résilier l'abonnement'.

Abonnement Premium	Actif
Date de début : 07/07/2026	Dernière facture : F-2026-2317
Date de renouvellement : 07/07/2027	Prochaine facture : 599,99 € HT
Cycle de facturation : Annuel	Moyen de paiement : Carte Bancaire ****4242



Update your payment method

1. From **Archipad Web**, open your user profile, then click **Manage your subscriptions**.
2. In the Admin Console, open the **Subscriptions** menu.
3. Click **Manage**, then select the action related to your payment method.
4. You will be redirected to a secure page where you can update your payment method.

The updated payment method will be used for future payments related to your Archipad subscription.