

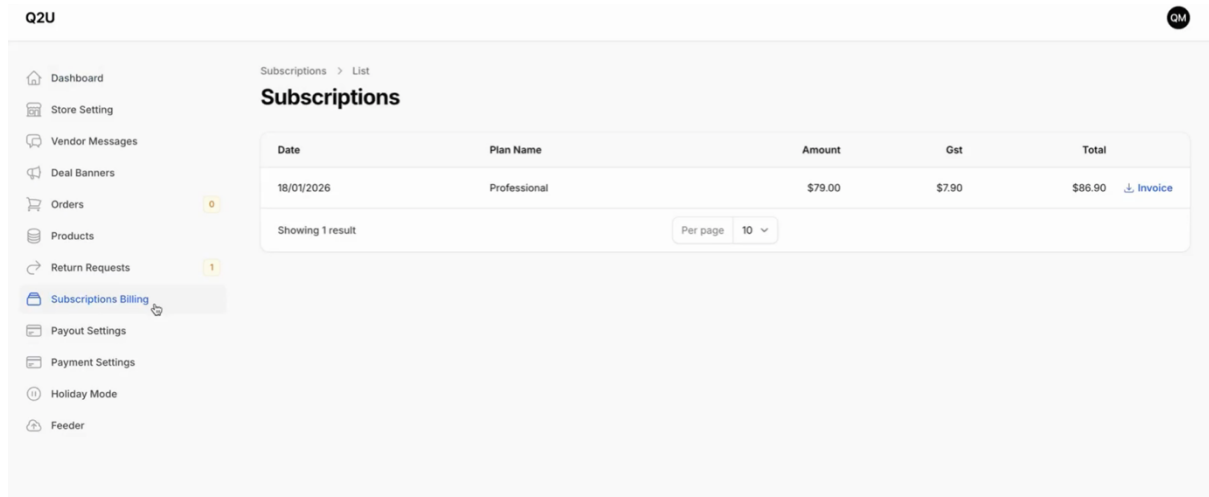
Subscription Billing & Payment method

This guide will show you how to manage your membership billing.

Start by going to the Subscription Billing tab.

Here you'll see all of your membership payments.

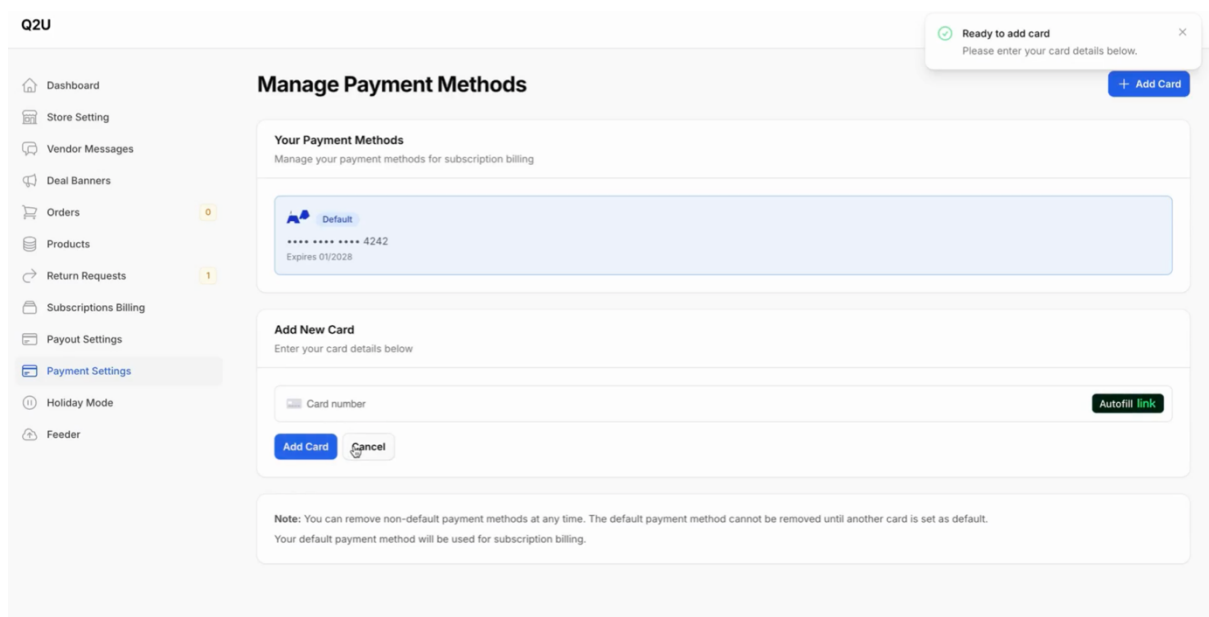
You can click Invoice to download a copy of each invoice.



The screenshot shows the Q2U dashboard with the 'Subscriptions Billing' tab selected. The main content area displays a table of subscription payments. The table has columns for Date, Plan Name, Amount, Gst, and Total. A single payment is listed for 18/01/2026, Professional plan, with an amount of \$79.00, GST of \$7.90, and a total of \$86.90. An 'Invoice' link is provided for this payment. Below the table, it indicates 'Showing 1 result' and a 'Per page' dropdown set to 10.

Date	Plan Name	Amount	Gst	Total
18/01/2026	Professional	\$79.00	\$7.90	\$86.90

If you'd like to change the payment method for your membership, go to Payment Settings, click Add Card, enter your new card details and press Add.



The screenshot shows the Q2U dashboard with the 'Payment Settings' tab selected. The main content area displays the 'Manage Payment Methods' section. A notification at the top right says 'Ready to add card' with a close button. Below this, there is a '+ Add Card' button. The 'Your Payment Methods' section shows a single card as the default payment method, with a card number ending in 4242 and an expiration date of 01/2028. The 'Add New Card' section is visible, with a form to enter card details and an 'Add Card' button. A note at the bottom states: 'Note: You can remove non-default payment methods at any time. The default payment method cannot be removed until another card is set as default. Your default payment method will be used for subscription billing.'

Once your new card is added, you can remove any old cards that are not set as default.