



# Standard Operating Procedure (SOP) for Adding Credit Card Payment Information to Meta Business Suite Ad Account for Billing

## Purpose

The purpose of this SOP is to provide clear and concise instructions for adding credit card payment information to the Meta Business Suite ad account for billing purposes.

## Scope

This procedure applies to all employees and authorized personnel responsible for managing the Meta Business Suite ad account.

## Responsibilities

- Ad Account Manager: Responsible for adding and managing payment information.
- Finance Department: Provides payment details and ensures funds are available.

## Procedure

### 1. Access Meta Business Suite

1. Open a web browser and go to [Meta Business Suite](#).
2. Log in with your business account credentials.

### 2. Navigate to Billing Settings

1. In the Meta Business Suite dashboard, locate and click on the "Settings" tab in the left-hand menu.
2. Under Settings, select "Billing" from the dropdown menu.

### 3. Add Payment Information

1. In the Billing section, click on the "Payment Methods" tab.

2. Click on the "Add Payment Method" button.

#### **4. Enter Credit Card Details**

1. Choose "Credit Card" as your payment method.
2. Enter the following required credit card details:
  - Card Number: Enter the 16-digit number on the front of your credit card.
  - Expiration Date: Enter the card's expiration date (MM/YY).
  - CVV: Enter the 3-digit security code found on the back of the card.
  - Billing Address: Enter the billing address associated with the credit card.

#### **5. Verify and Save Payment Information**

1. Review the entered credit card details to ensure accuracy.
2. Click "Save" to add the credit card as the payment method to your ad account.

#### **6. Set Primary Payment Method**

1. If you have added multiple payment methods in the past, select the credit card as the primary payment method for billing.
2. Click on the "Set as Primary" button next to the credit card details.

#### **7. Confirmation**

1. Confirm that your credit card payment method has been added successfully by checking the payment settings page for the updated information.
2. You will receive a confirmation email from Meta Business Suite acknowledging the addition of the credit card payment method.

#### **Troubleshooting**

- If you encounter any issues while adding the credit card information, try the following steps:
  - Ensure that all entered details are correct and up-to-date.
  - Clear your browser cache and cookies and try again.
  - Use a different web browser or device.