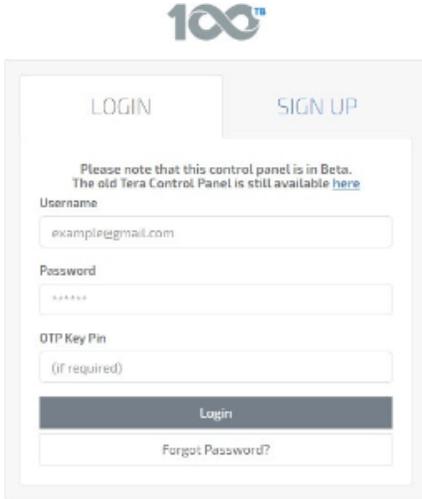


Billing and Payments In Console

This article will help you utilize our Billing Management system within your Console account.

Accessing Console

1. Log in at <https://console.100tb.com>.



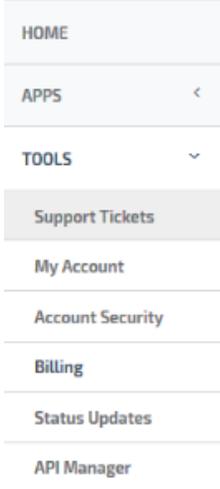
The screenshot shows the 100TB logo at the top. Below it are two tabs: "LOGIN" (selected) and "SIGN UP". A message states: "Please note that this control panel is in Beta. The old Terra Control Panel is still available [here](#)". The login form includes fields for "Username" (with the example "example@gmail.com"), "Password" (masked with asterisks), and "OTP Key Pin (if required)". A "Login" button is at the bottom, with a "Forgot Password?" link below it.

2. Enter your 100TB username and password and click "Login". You should have received login credentials, if not, you can use the email address you provided to order your server as a username then select "Forgot Password?".

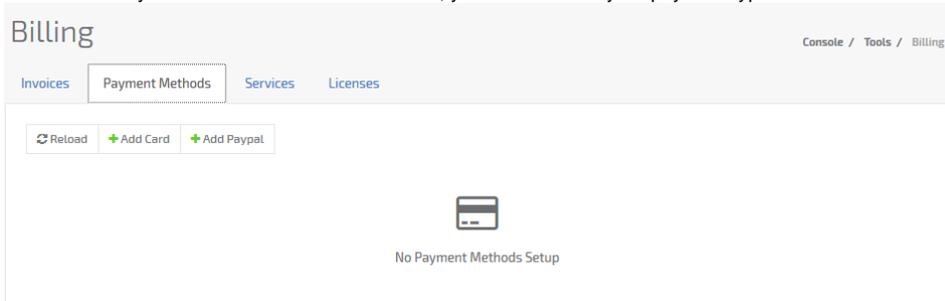
Note - There are two options for payment, Credit/Debit Card and PayPal subscription. We will cover both here.

Adding A Credit Card

1. From the menu on the left-hand side of your screen, under the "Tools" section, click the "Billing" tab.



2. Now select "Payment Methods". From this screen, you will see all of your payment types listed.



3. Select "Add a Card". You will then be provided with an empty form to fill in with the necessary information.

Adding a credit card will enable automatic billing. Please remove all cards to disable automatic billing.

Card Type	Visa
Card Number	<input type="text"/> <input type="checkbox"/> Show Card Number
Exp. Date	MMYY
CVV2 Code	<input type="text"/>

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Country	United States
Address	<input type="text"/>
City	<input type="text"/>
State	(Required for US/Canada)
Zip / Post Code	<input type="text"/>

[Add Card](#)

Note: Adding a credit card will enable automatic billing. Please remove all cards to disable automatic billing.

4. Fill in the requested information and click "Add Card".
5. You will now see your card listed under "Payment Methods," and your card will be used for use for paying regularly scheduled invoices.

Billing

Console / Tools / Billing

Invoices | **Payment Methods** | Services | Licenses

[Reload](#) [+ Add Card](#) [+ Add Paypal](#)

ID	Number	Type	Expires	
000000	*****0000	Visa	05/19	Remove

Adding A PayPal Subscription

1. From the menu on the left-hand side of your screen, under the "Tools" section, click the "Billing" tab.

- HOME
- APPS <
- TOOLS ▾
 - Support Tickets
 - My Account
 - Account Security
 - Billing**
 - Status Updates
 - API Manager

2. Now select "Payment Methods". From this screen, you will see all of your payment types listed.

Billing

Console / Tools / Billing

Invoices **Payment Methods** Services Licenses

Reload Add Card Add Paypal



No Payment Methods Setup

3. Select "Add PayPal".

4. Click "Yes" to the agreement

"Setup of a PayPal Billing Agreement will allow for automatic billing via PayPal. Would you like to continue?"

5. This will forward you to the PayPal website. Log in with your PayPal account information.

Hosting Services, Inc.

Pay with PayPal English

As a member, your eligible purchases are covered by PayPal Purchase Protection.

.....@gmail.com

.....

Stay logged in for faster checkout

For your security, we'll always ask you to log in to update your PayPal personal or financial info.

Log In

Having trouble logging in?

or

Create an Account

6. Make sure that in space provided for the "Information from the merchant" - you can see that it is showing "100TB Billing Agreement".

Welcome back.

Information from the merchant

100TB Billing Agreement

Ship to

.....

321 South 321 West, West, UT 32121 United States

Pay with

AMERICA ... x 3908

PayPal CREDIT Apply Now

Get more time to pay for this purchase with PayPal Credit

Subject to credit approval. See terms.

View PayPal Policies and your payment method rights.

Agree & Continue

7. Verify that your address and payment information is correct. Once complete, click "Agree & Continue" to save your changes.

8. You will now see your PayPal information listed under "Payment Methods". Your PayPal account will be used for all automatic monthly invoice renewals.

Billing

Invoices Payment Methods Services Licenses

Reload Add Card Add Paypal

ID	Number	Type	Expires	
000000	*****0000	Visa	05/19	Remove
B-6GY61689664688666	-	PayPal Billing Agreement	-	Remove

Contact Support

If you run into any errors when trying to add a card or PayPal subscription, please contact our billing team by opening a [ticket](#).