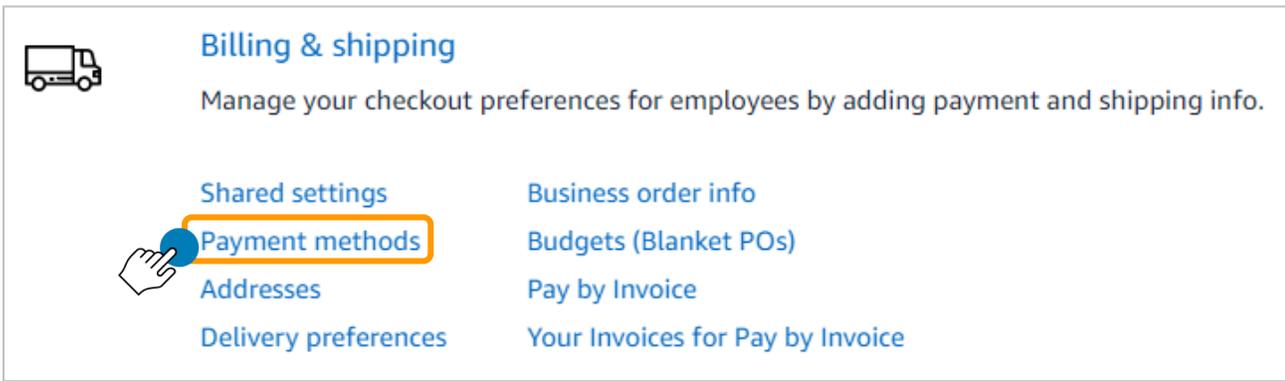


# Adding Shared Payment Methods

1. Start within the group you will be sharing the payment method(s) to.
2. Click **Payment Methods**, under the **Billing & shipping** section.



 **Billing & shipping**  
Manage your checkout preferences for employees by adding payment and shipping info.

<a href="#">Shared settings</a>	<a href="#">Business order info</a>
<b><a href="#">Payment methods</a></b>	<a href="#">Budgets (Blanket POs)</a>
<a href="#">Addresses</a>	<a href="#">Pay by Invoice</a>
<a href="#">Delivery preferences</a>	<a href="#">Your Invoices for Pay by Invoice</a>

3. Click **Add payment method**.

Manage all your payment details in one place. Add and share cards and accounts with others in your organization so they can place orders.

**Add payment method**

4. Click **Add a credit or debit card**.

## Add a card or account

You'll be able to:

- Add a new card or account as a payment method
- Share it with others so they can place orders

### Credit or debit cards

Amazon accepts major credit and debit cards.

**Add a credit or debit card**

5. Enter the card information in the spaces provided and click **Add your card**.

Enter your card information:

<b>Name on card</b>	<b>Card number</b>	<b>Expiration date</b>		<b>Add your card</b>
<input type="text"/>	<input type="text"/>	01 ▾	2021 ▾	

6. Enter the card billing address and click **Use this address**.

**Full name**

**Address Line 1**

**Address Line 2**

**City**

**State / Province / Region**

**ZIP**

United States ▾

**Phone number**

**Use this address**



7. If sharing the payment method with multiple groups or subgroups, select which groups can use the payment method for ordering. (Note: You can add up to 20 groups at one time).

## Who can use this for ordering

[What's a group? ▾](#)

### Add a group

You can add up to 20 groups at one time

8. Click **Finish**.

# Shared Settings FAQ

Question	Answer
What are the required address fields needed to add or upload a shared address?	The required fields to input are Full Name, Address line 1, City, State/Province/Region, Zip Code, Country and Phone Number. If uploading a list of shared address to multiple groups, Group ID and Group Path will also be required.
Is it possible to enable more than 1 shared payment method or address?	Yes, multiple payment methods and/or addresses can be shared within a group or across the account. A maximum of 1000 addresses can be added in a bulk upload but there is no limit to the number of shared addresses within a group or on an account.
What happens if no shipping address has been set on a group or subgroup with shared addresses enabled?	If no shared addresses have been set on a group with shared address settings enabled, any user attempting to place an order will receive an error during checkout that states, "Orders cannot be placed with this group because there is no valid shipping address available. Your administrator can remedy this situation by going to Business Settings and configuring the addresses for this



Did you find this guide to be helpful? Please complete [this short survey](#) to provide feedback.