

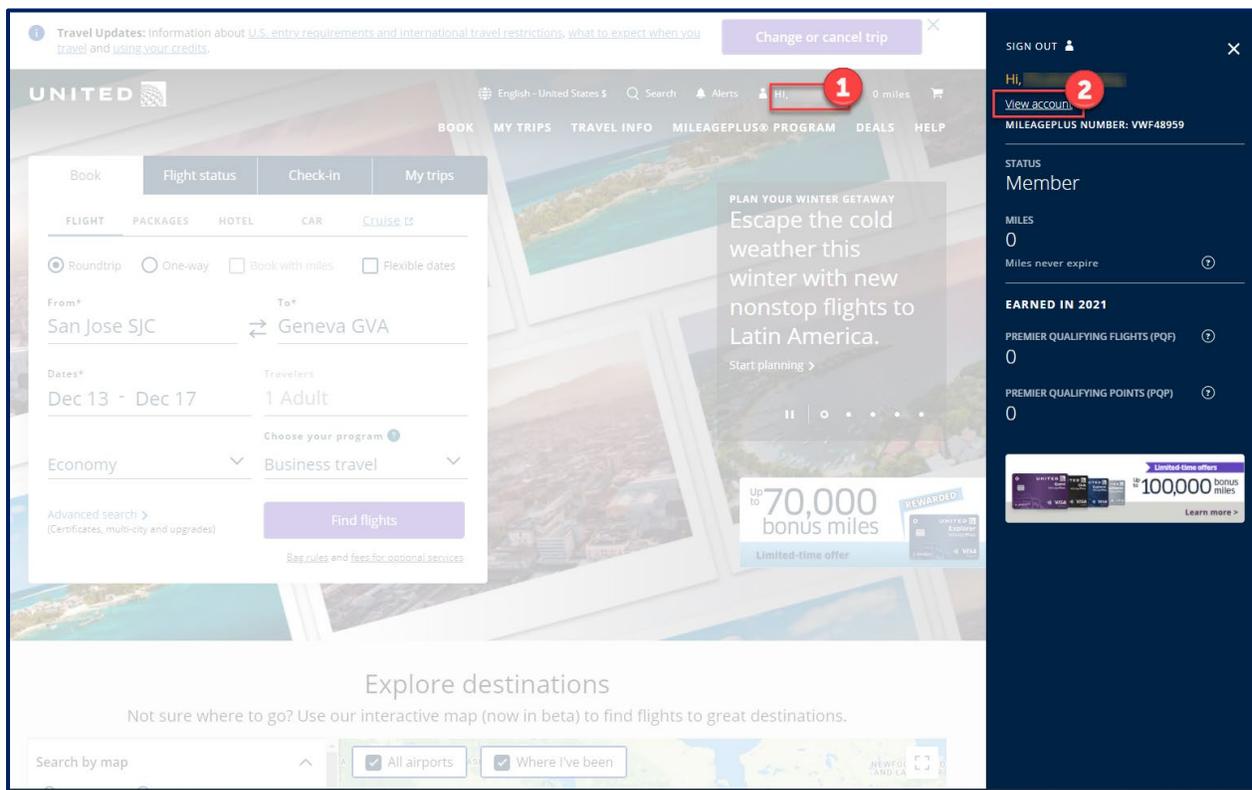
Adding a Form of Payment in United Corporate Direct

How To: Add a Form of Payment in United Corporate Direct

A traveler can log into United's website and add a form of payment to their profile via the **"Profile & Preferences"** section by viewing their account. Under Profile & Preferences there will be a **"Saved Forms of Payment"** feature the traveler can click on to add the credit card. Below are screenshots for additional guidance.

Step 1

Log in to [united.com](https://www.united.com) with your United MileagePlus® number and password. Click **"View Account"**



Step 2

Click on the dropdown menu for “Profile and Preferences” and select “Save Forms of Payment”

The screenshot shows the United My Account page. At the top, there is a navigation bar with the United logo, language and location settings (English - United States), and links for Saved trips, Search, Alerts, and user profile. Below the navigation bar, the page title "My Account" is displayed. A "Limited-time offers" banner for up to 100,000 bonus miles is visible. The main content area has a navigation menu with "PROFILE & PREFERENCES" selected and highlighted with a red box and a red circle containing the number "1". A dropdown menu is open from this selection, with "Saved forms of payment" highlighted by a red box and a red circle containing the number "2". Below the navigation menu, the user is greeted with "Hello," and their account details are shown, including a "GENERAL MEMBER" badge and the number "8959". The account balance section shows "MILES" at 0 and "TRAVELBANK" at \$0.00. At the bottom, the "Your Premier progress" section shows progress for Premier qualifying flights (PQF) and Premier qualifying points (PQP) for 2021, with a table of metrics.

Travel Updates: information about [U.S. entry requirements and international travel restrictions](#), [what to expect when you travel](#) and [changing your trip](#).

UNITED

English - United States \$ Saved trips Search Alerts HI, | 0 miles

BOOK MY TRIPS TRAVEL INFO MILEAGEPLUS® PROGRAM DEALS HELP

My Account

Limited-time offers
Up to 100,000 bonus miles
Learn more >

SUMMARY BALANCES & STATUS ▾ PROFILE & PREFERENCES **1** SUBSCRIPTIONS & OFFERS ▾

Personal information

Preferences & settings

Saved forms of payment **2**

Hello,

GENERAL MEMBER 8959

MILES 0
Miles never expire ⓘ
Buy miles ↗

TRAVELBANK \$0.00
Learn more ↗

Your Premier progress ●

Earned in 2021

Premier qualifying flights (PQF)	0	Flight segment minimum	0 of 4
Premier qualifying points (PQP)	0	Lifetime flight miles	0

Step 3

Click on the “+Add Saved Form of Payment” hyperlink

Travel Updates: Information about [U.S. entry requirements and international travel restrictions](#), [what to expect when you travel](#) and [changing your trip](#).

UNITED English - United States \$ Saved trips Search Alerts HI, 0 miles

BOOK MY TRIPS TRAVEL INFO MILEAGEPLUS PROGRAM DEALS HELP

Saved forms of payment

Limited-time offers Up to **100,000** bonus miles [Learn more >](#)

SUMMARY BALANCES & STATUS PROFILE & PREFERENCES SUBSCRIPTIONS & OFFERS

Book travel faster by saving your forms of payment and billing address information.

My saved forms of payment

No forms of payment are currently saved

Credit/debit card



[+ Add saved form of payment](#)