

1

Log into your WebSMS account

After [sign up](#) you can access your account by entering your username (registration email) and password in <https://www.labsmobile.com/en/login>.

2

Enter your invoicing information

In the *My Account* menu, go to the [Billing Data](#) and provide a mobile number so our team can verify your account.

3

Set up your account

Go to [My Account - Preferences](#). These fields are important for the recharging process.

4

Select the pack or enter the credits

After entering the invoicing information you can access the purchase process. Click on [Recharge - Buy credits](#).

5

Select the payment method

You can select *bank transfer* or *credit card* details, the concept and the amount to make the payment will be displayed. To pay by card press *Confirm*.

6

Make the payment

As the last step of the recharge process you must enter a credit card or select an existing one saved in your account. The payment gateway *Stripe* is responsible for processing the transaction.

7

Check your account balance

If the card transaction has been validated correctly, the credits will be added immediately to your account. Look at the balance that appears in the top menu.

8

Set up automatic top-ups

So that your account never runs out of credits you can activate the [Refills - Automatic Refills](#). On this screen, activate the service and introduce the form fields:

- - **Limit of credits:** when the account reaches this balance it will create a new recharge.
- - **Recharge credits:** number of credits to add.
- - **Maximum recharges:** maximum number of purchases in the last 30 days.
- - **Credit card:** card that will be used for automatic refills.

To save this data, click on *Save*.

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Receive invoices

The invoice for all purchases will be issued on the first business day of the following month from the purchase. On that day a notification will be sent by email and invoices can be downloaded from the [My Account - Invoices](#) section.