

How to add or delete Azure payment methods

Login to portal and go to the subscription page and choose the subscription to want to use the payment. Select the cost management+billing, add or delete payment methods.

Microsoft Azure

Home >

Subscriptions

Default Directory

[+ Add](#)

View list of subscriptions for which you have role-based access control (RBAC) permissions to manage Azure resources. To view subscriptions for which you have billing access, [click here](#)

Showing subscriptions in Default Directory directory. Don't see a subscription? [Switch directories](#)

My role Status

[Apply](#)

Showing 0 of 0 subscriptions Show only subscriptions selected in the [global subscriptions filter](#)

Subscription name	Subscription ID	My role
You don't have any subscriptions		

Microsoft Azure

Home >

Select an offer for your subscription

PREVIEW

^ Most Popular Offers

Free Trial

Full access to all services. Explore any service that you want. [Learn more](#)

[Select offer](#)

Pay-As-You-Go

This flexible pay-as-you-go plan involves no up-front costs, and no long term commitment. You pay only for the resources that you use. [Learn more](#)

[Select offer](#)

The image shows the Microsoft Azure portal interface. On the left is a navigation menu with items like 'Create a resource', 'Home', 'Dashboard', and 'All services'. A 'FAVORITES' section lists various services such as 'App Services', 'Function App', and 'SQL databases'. The 'Cost Management + Billing' item is highlighted with a green box. On the right, there are sections for 'Azure s...', 'Creat...', 'Navigat...', and 'Tools'. Below these is a 'Cost Management + Billing' card with a 'View' link and a list of 'Free training from Microsoft' courses. At the bottom, the 'Billing scopes' page is displayed, featuring a search bar and a table with columns for 'Billing scope', 'Billing scope type', and 'Billing account'. A message at the bottom of the table states 'None of the entries matched the given filter.', which is also highlighted with a green box.

This document help you to delete a payment method, like a credit card, from different types of Azure subscriptions. You can delete a payment method for:

Microsoft Customer Agreement (MCA)

Microsoft Online Services Program (MOSP) also referred to as pay-as-you-go

Whatever your Azure subscription type, you must cancel it so that you can delete its associated payment method.

Note: Removing a payment method for other Azure subscription types like Microsoft Partner Agreement and Enterprise Agreement isn't supported.

Delete an MCA payment method

Only the user who created the Microsoft Customer Agreement account can delete a payment method.

To delete a payment method for a Microsoft Customer Agreement, do the following steps.

Sign in to the Azure portal at <https://portal.azure.com/>.

Navigate to Cost Management + Billing.

If necessary, select a billing scope.

In the left menu list under Billing, select Billing profiles.

In the list of billing profiles, select the one where the payment method is being used.

In the left menu list, under Settings, select Payment methods.

On the payment methods page for your billing profile, a table of payment methods is shown under the Your credit cards section. Find the credit card that you want to delete, select the ellipsis (...), and then select Delete.

The Delete a payment method page appears. Azure checks if the payment method is in use.

When the payment method isn't being used, the Delete option is enabled. Select it to delete the credit card information.

If the payment method is being used, it must be replaced or detached. Continue reading the following sections. They explain how to detach the payment method that's in use by your subscription.

Detach payment method used by an MCA billing profile

To detach a payment method

In the Delete a payment method area, select the Detach the current payment method link.

If all conditions are met, select Detach. Otherwise, continue to the next step.

If Detach is unavailable, a list of conditions is shown. Take the actions listed. Select the link shown in the Detach the default payment method area. Here's an example of a corrective action that explains the actions you need to take.

The screenshot shows the Microsoft Azure portal interface. At the top, there is a search bar and the text 'Microsoft Azure'. Below this, the navigation pane on the left includes 'Home', 'Cost Management + Billing | Overview', and a list of options under 'Billing' such as 'Overview', 'Subscriptions', 'Invoices', and 'Payment methods' (which is highlighted with a red box). The main content area shows 'Essentials' information for the account, including 'Account admin', 'Notification email', and 'Billing account type'. Below this, there is a section for 'My subscriptions' with a table listing subscription details.

Subscription name	Subscription ID	Status
Free Trial	cb04ad97-8b4a-4561-87e4-1790c6047df5	Disabled

Select the card and delete

Microsoft Azure

Search resources, services, and docs (G+)

Home > Cost Management + Billing

Cost Management + Billing | Payment methods

Default Directory

Search (Ctrl+/) < Add Delete ? Help Feedback

Overview

Cost Management

Diagnose and solve problems

Billing scopes

Billing

Subscriptions

Invoices

Payment methods

Payment method	Expiration
You don't have any payment instruments	

In case any card exists, select and delete for a new payment methods

When you select the corrective action link, you're redirected to the Azure page where you take action. Take whatever correction action is needed.

If necessary, complete all other corrective actions.

Navigate back to Cost Management + Billing > Billing profiles > Payment methods. Select Detach. At the bottom of the Detach the default payment method page, select Detach.