Update Credit Card Information - UH South Membership

1) Go to this link: [UH South Wellness Center](#)
2) Under My Account, click on SIGN IN/REGISTER and sign in

3) Login:
   a. If you are an employee of the University of Michigan, go to University Login tile and Login with your level 1 SSO (Kerberos) password
   b. If you are a community member login via the Non-University Login tile

Once logged in:
4) Select My account dropdown next to your name
5) Then select **Auto Debit**. Do **NOT** select Installment Billing.
6) At the installment billing screen select the **update credit card** option for the membership for which you need to update the credit card information.

7) You will be directed to a webpage to enter your new card information.

8) Once completed select the **Submit Payment** button.
9) This screen will display

![Please be patient..]

Your credit card is being processed.
DO NOT click BACK or REFRESH your browser.

10) You will be directed back to Installment billing page and you should see the following message indicating your record was successfully updated

![Record was Successfully Updated]

Installment Billing
Current Installment Bills
Household Number: 8918

11) New credit card number and expiration date will be listed above your membership

![Credit Card:]

Expiration: 01/24 Linked bill listed below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Next Bill Date</th>
<th>Bill Type</th>
<th>Next Bill Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schippers, Jan</td>
<td>NCRC Membership</td>
<td>08/05/2022</td>
<td>Credit Card</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

12) Logout out by going to MY ACCOUNT and selecting the dropdown arrow next to your name
13) Select Log Out