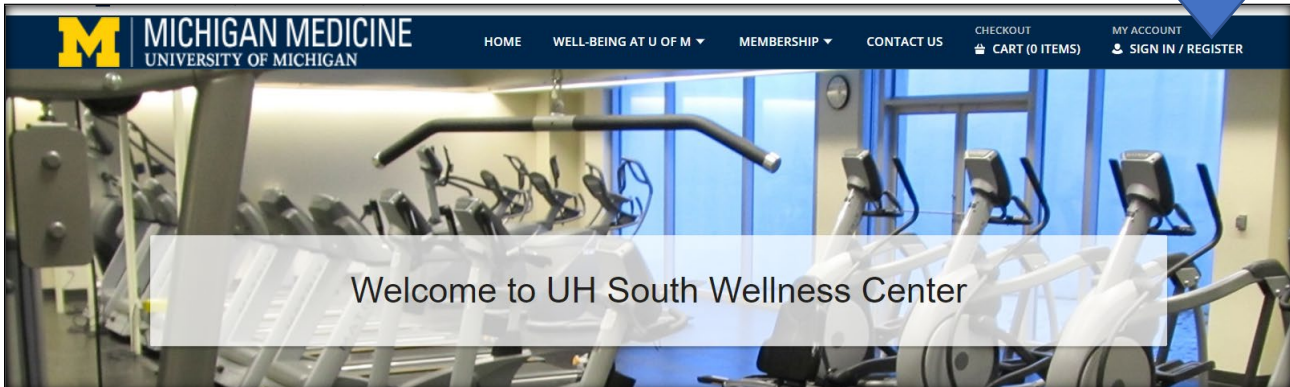


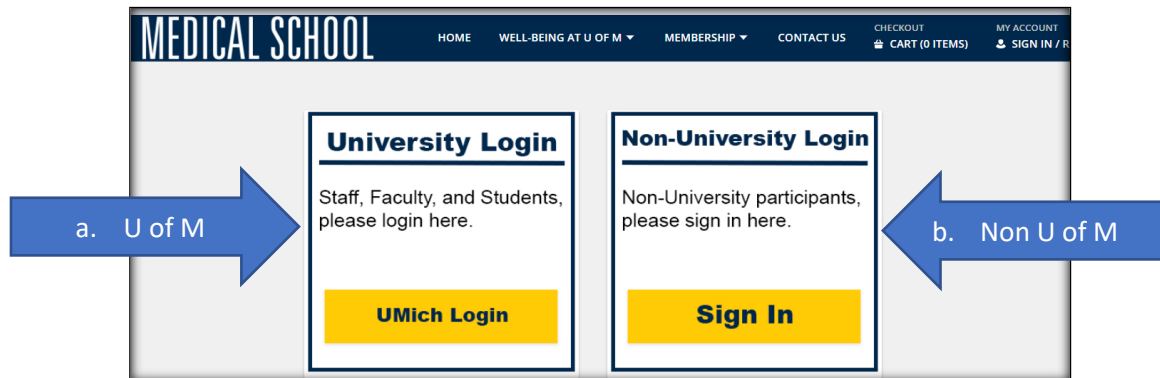
Update Credit Card Information - UH South Membership

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

2



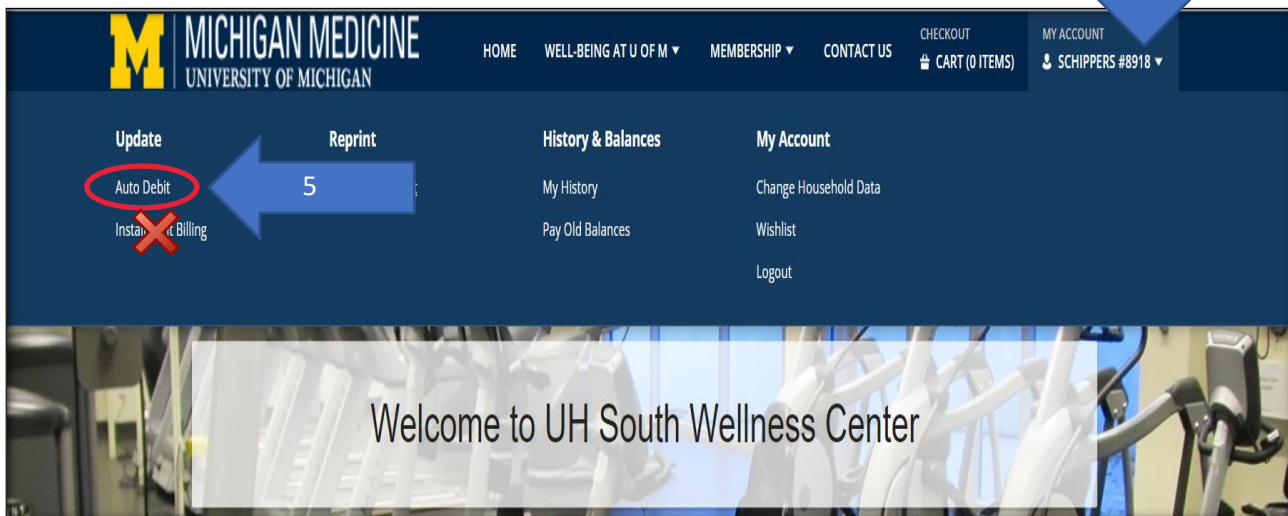
- 3) Login:
 - a. If you are an employee of the University of Michigan, go to University Login tile and Login with your level 1 SSO (Kerberos) password
 - b. If you are a community member login via the Non-University Login tile



Once logged in:

- 4) Select My account dropdown next to your name
- 5) Then select **Auto Debit**. Do **NOT** select Installment Billing.

4



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

Installment Billing

Current Installment Bills

Household Number: 8918

Credit Card: Expiration: 01/24 Linked bill listed below.

Update Credit Card Update Type

Name	Description	Next Bill Date	Bill Type	Next Bill Amount
Schippers, Jan	Faculty/Staff (9627)	07/05/2022	Credit Card	\$ 10.00

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

8) Once completed select the Submit Payment button

Payment Summary

Please review the following details for this transaction.

Amount \$ 0.00

Billing Information

Enter your payment details below.

Cards Accepted

VISA Mastercard American Express DISCOVER

Credit Card

Secure

Full Name as it appears on your Card

Name

Card Number

Card Number

Select Select Card CVV/CVC

Exp Month Exp Year Card CVV/CVC

Billing Address

Address

Address

Address (Line 2)

Address (Line 2)

City Michigan

City State/Province

Province (Outside US/Canada)

Province (Outside US/Canada)

Zip/Postal Code UNITED STATES

Zip/Postal Code Country

E-mail Address

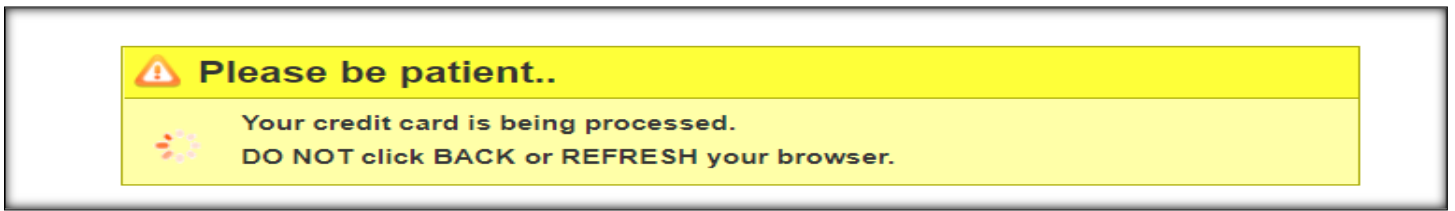
E-mail Address

Phone Number

Phone Number

Submit Payment Cancel

9) This screen will display



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



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



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

13) Select Log Out

