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.

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Update	Reprint		History & Balances	Му Ассо	unt			
Auto Debit	5		My History	Change He	ousehold Data			
Instan of Billing			Pay Old Balances	Wishlist				
				Logout				
T	Welco	me to	OUH South	Wellness	s Cente	er	E C	R

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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

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Installment B	illing						
Current Installmen	t Bills					6	
Household Number:	8918						
						Judge Could Co	
O Credit Card:	Expiration: 01/24	Linked bill lis	ted below.			optate creat ca	the the
Name	Description			Ne	xt 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

Amount		\$ 0.00
Billing Information Enter your payment details	below.	
Cards Accepted		DISCOVER
Credit Card	Full Name as it appears on your C	Card
- Secure	*Name	
	Card Number	
	*Card Number	
	Select V Select V	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	
8	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 sucessfully updated

Γ	Record was Successfully Updated!
ŀ	nstallment Billing
	Current Installment Bills
	Household Number: 8918

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

O Credit Card:	Expiration: 01/24 Linked bill listed below.		Update Credit Card Upd			
Name	Description	II I	Next Bill Date	Bill Type	Next Bill Amount	
Schippers, Jan	NCRC Membership (9625)		08/05/2022	Credit Card	\$ 10.00	

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

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Update	Reprint		History & Balances	Му Ассо	unt			
Auto Debit	Reprint A Receipt		My History	Change Ho	ousehold Data			
Installment Billing			Pay Old Balances	Wishlist				
				Logout	13			