Instructions to Update Credit Card Information

1) **Go To URL:**  [https://uhsouthwellnessctr.med.umich.edu](https://uhsouthwellnessctr.med.umich.edu) (this is your RecTrac account).

2) **Log In:** If you forgot your username and/or password – click the link next to *Forgot your password* and follow the directions. Otherwise, go to step 3.

3) **My account:** Select the **MY ACCOUNT** dropdown
   a. Select **Billing Update** and it will open the Auto Debit Update page.
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4) Auto Debit Update page: Click on the **UPDATE** button and you will be taken to the secure 3rd party site called PlugNPay. Once on the PlugNPay site you can update your Credit Card information.

5) PlugNPay site: Enter in new information and click **SUMMARIZE ORDER**.

**IMPORTANT!** Please make sure your billing info is correct and matches the info your bank/credit card company has on file. If the info does not match, the card might be declined.
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6) **Summary Screen:** If the information is correct, click on **SUBMIT ORDER.** You will be returned to the Auto Debit Update page in RecTrac.

![Summary screen: Review and select SUBMIT (if accurate) otherwise select edit information option.](image)

7) **Auto Debit Update Page:** Confirm that your card info was updated (last 4 of card and expiration date will be displayed). You can now logout if you are done.

![Auto Debit Update: Credit Card: 4**1234. Expiration: 09/22. Linked bills listed below.](image)