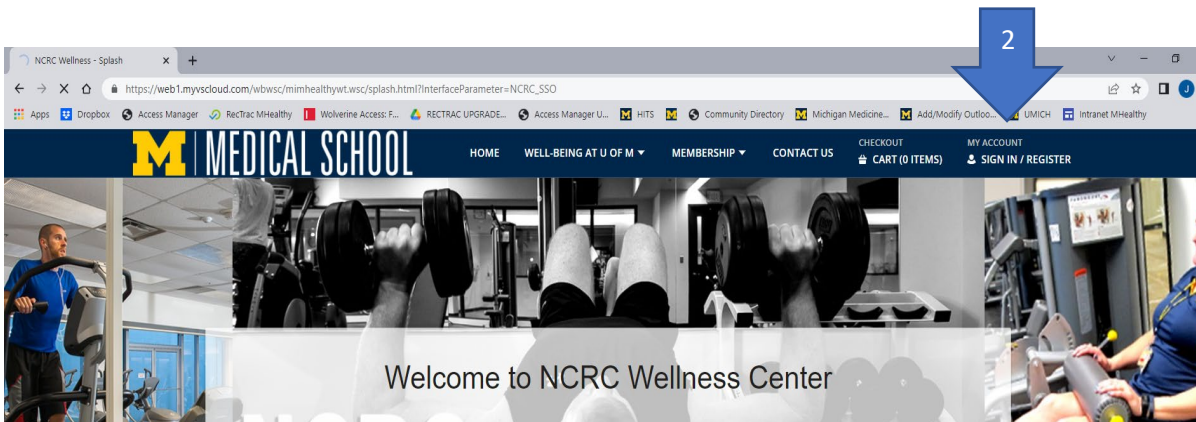
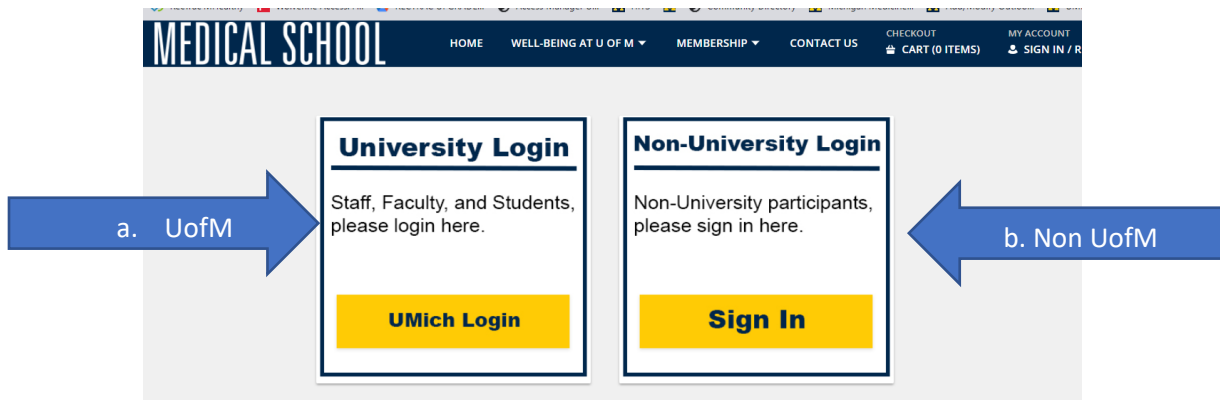


Update Credit Card Information - NCRC Membership

- 1) Go to this link: [NCRC Wellness Center](#)
- 2) Go to MY ACCOUNT, Click on SIGN IN/REGISTER and sign in

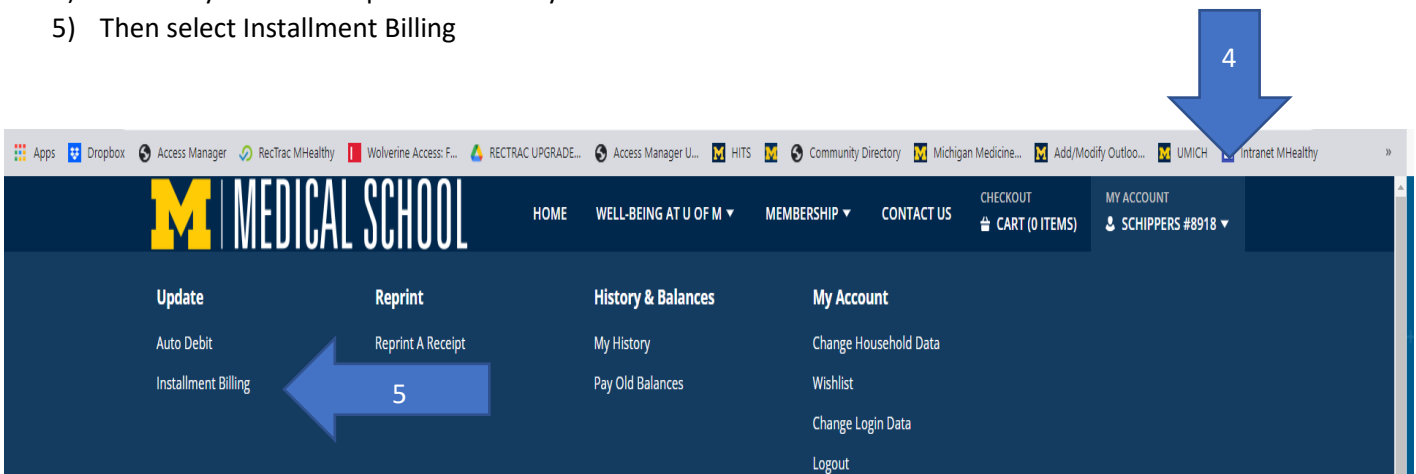


- 3) Login:
 - a. If you are an employee of the University of Michigan, go to University Login tile and Login with your level 1 SSO (Kerberos) password
 - b. If you are a community member or tenant of NCRC login via the Non-University Login tile



Once logged in:

- 4) Select My account dropdown next to your name
- 5) Then 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

Medical School

HOME WELL-BEING AT U OF M MEMBERSHIP CONTACT US CHECKOUT CART (0 ITEMS) MY ACCOUNT #8918

Installment Billing

Current Installment Bills

Household Number: 8918

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

[Update Credit Card](#) [Update Bill Type](#)

Name	Description	Next Bill Date	Bill Type	Next Bill Amount
Schippers, Jan	NCRC Membership (9625)	08/05/2022	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

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 should see the following message indicating your record was updated successfully.

The screenshot shows the top navigation bar with the Medical School logo and links for HOME, WELL-BEING AT U OF M, MEMBERSHIP, CONTACT US, CHECKOUT, and MY ACCOUNT. A green notification bar at the top states "Record was Successfully Updated!". Below this, the "Installment Billing" section is visible, showing "Current Installment Bills" and "Household Number: 8918". A blue arrow labeled "10" points to the success message.

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

The screenshot shows a credit card information section with a blue arrow labeled "11" pointing to the card details. The text reads: "Credit Card: [REDACTED] Expiration: 01/24 Linked bill listed below." There are two buttons: "Update Credit Card" and "Update Bill Type". Below this is a table of bills.

Name	Description	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 ACCOUNT and selecting the dropdown arrow

13) Select Log Out

The screenshot shows the "MY ACCOUNT" dropdown menu. A blue arrow labeled "12" points to the dropdown arrow in the top navigation bar. The dropdown menu contains the following options: Update, Reprint, History & Balances, My Account, Auto Debit, Reprint A Receipt, My History, Change Household Data, Installment Billing, Pay Old Balances, Wishlist, Change Login Data, and Logout. A blue arrow labeled "13" points to the "Logout" option.