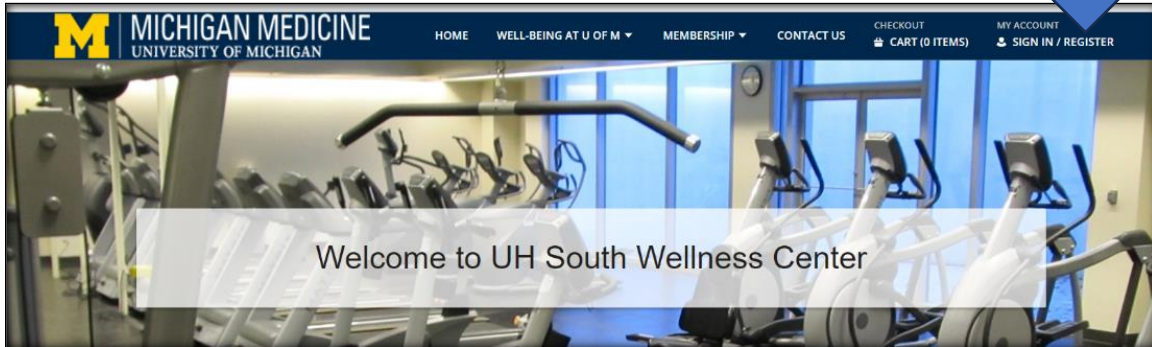
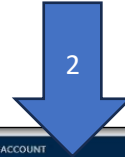
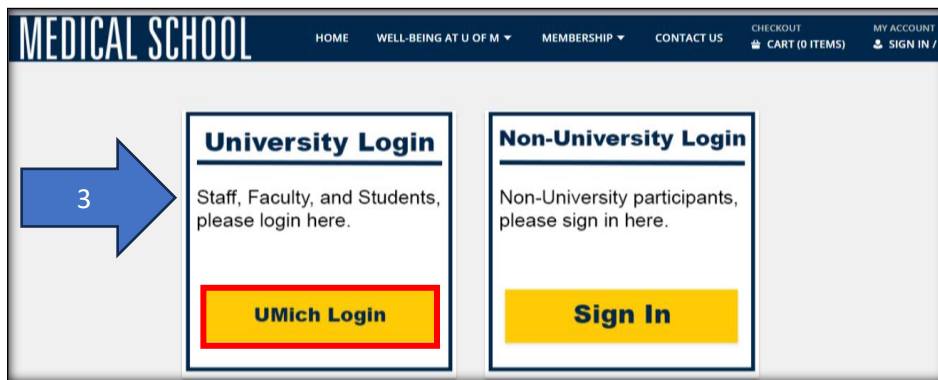


How To Update Credit Card Information for The New UH South Wellness Center Membership Billing System

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

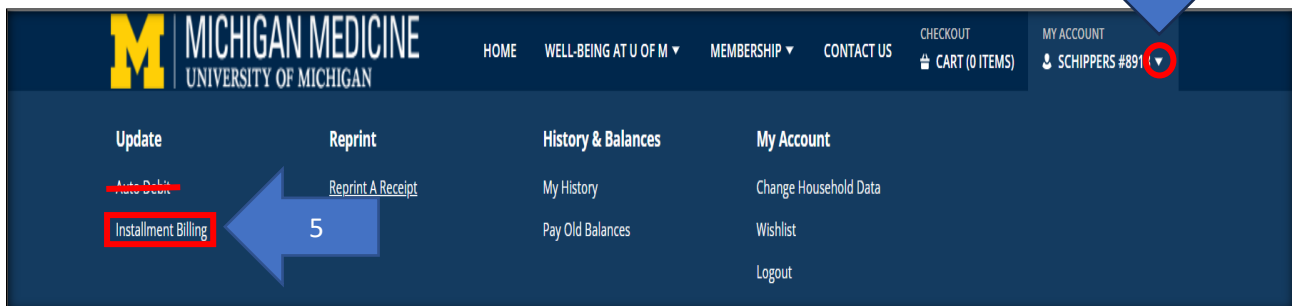


- 3) Login:
 - a. If you are an employee of the University of Michigan, go to the University Login tile and Login with your Level 1 SSO (UMICH) password followed by the DUO prompt.



Once logged in:

- 4) Under My account, click on the dropdown arrow next to your name
- 5) Then select **Installment Billing**. Do **NOT** select Auto Debit



- 6) Once the Auto Debit screen appears:
 - a. **Check the I'm not a robot reCAPTCHA** checkbox. Must check before completing steps B and C
 - b. Confirm that the appropriate membership information is listed in the description: One of three options should be displayed - (Doc Student, Faculty/Staff or Medical Student)
 - c. Select Update Credit Card

NOTE: The masked card displayed may be the same card you want to use going forward. However, because of the billing system change, you will need to **re-enter** the existing card. You may also enter a different card if you like.

Auto Debit

Auto Debit Information

I'm not a robot

Credit Card: 411111XXXXXX1111 Expiration: 06/25 Linked bills listed below.

Name	Description	Next Bill Date	Next Bill Amount
Baggins, Frodo	Doc. Student or Faculty/Staff or Medical Student	10/01/2022	\$ 100.00

Update Credit Card

7) The Payment Information Screen will open: **Complete all the required fields** and then **select Continue**

Payment Information

Credit Card Input

VISA Mastercard DISCOVER AM EX

Name On Card *

Credit Card Number *

Expiration Date *

CVV *

Billing Street Address *

Billing Zip Code *

Continue Cancel

8) If your info was entered correctly, you will see this message: **Record was Successfully Updated!**

Record was Successfully Updated!

Auto Debit

Auto Debit Information

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

10) Select **Logout**

M MICHIGAN MEDICINE
UNIVERSITY OF MICHIGAN

HOME WELL-BEING AT U OF M MEMBERSHIP CONTACT US

CHECKOUT MY ACCOUNT
CART (0 ITEMS) SCHIPPERS #89

Update Reprint History & Balances My Account
Auto Debit Reprint A Receipt My History Change Household Data
Installment Billing Pay Old Balances Wishlist
Logout