

## CHANGING YOUR BILLING METHOD THROUGH YOUR MEMBERSHIP ACCOUNT

Use these steps anytime you need to change or update your billing method.

Should you wish to avoid the Infrastructure Fee, this will allow you place a bank account on file.

## Login in your membership account:

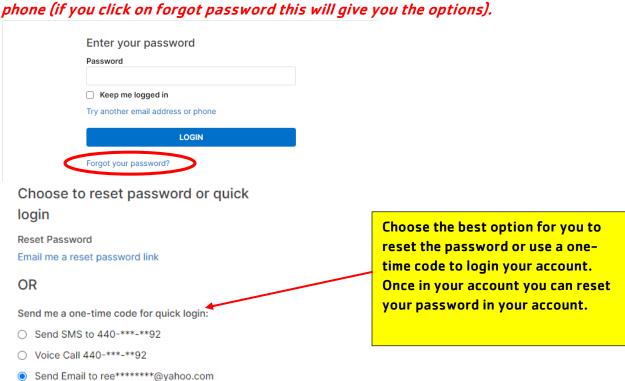
Visit <a href="https://www.clevelandymca.org/">https://www.clevelandymca.org/</a>

- Look at the blue bar near the top of the screen.
- Click on Log in

YMCA OF GREATER CLEVELAND	♠ My branch	УМСАЗ60	<b>Give</b>	<b>9</b> LogIn	YMCA Store

Log in with your email on file or phone number. Enter your Password.

IF you forgot your password you may reset to email or text a one-time code to your cell phone (if you click on forgot password this will give you the options).



If you choose a one-time SMS code, we'll send you a text. Your carrier's message/data rates apply.

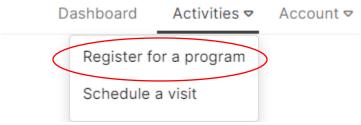
**SUBMIT** 



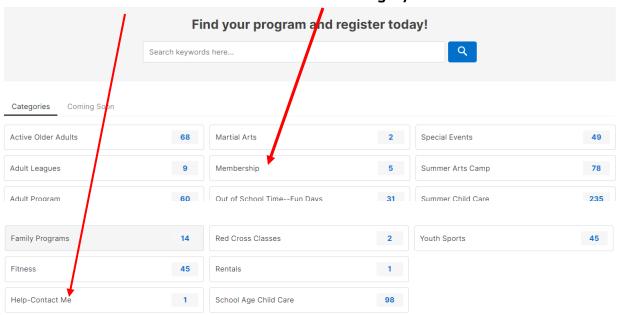
Once in your account you ensure you are clicked on your ACTIVITIES.



Click on the arrow for the drop down and click on Register for a program.



Click on the HELP-CONTACT ME or MEMBERSHIP category.



This will take you to a screen with items in a list. You are looking for the MEMBERSHIP STATUS REQUEST UPDATE. Click on the name in blue.

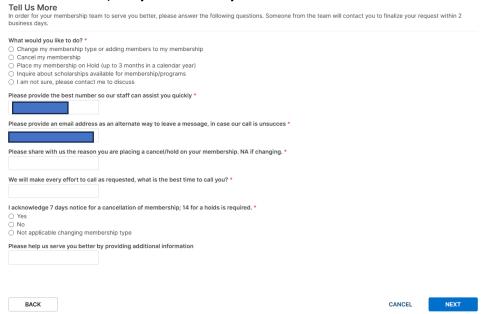




Click on the REGISTER button, this is how you will get the confirmation of your request to make the changes to your membership account.

Member Request-Status Update	\$0.00			
Request for Membership Status Update	REGISTER			
	2182 out of 2450 spots left			

If there are multiple people of on the account, select yourself. If you are the only one on the account, they it will take you to the screen below.



Fill out the information as it pertains to you and click the NEXT button at the bottom of the screen.

You will see the following check out screen, this again is documentation for your request which will then be emailed to you.





## Hit CHECKOUT, you should then see

## Thank you for registering! Your detailed receipt has been emailed to you. You paid \$0.00 today. Print Receipt RROWSE MORE PROGRAMS

Check your email for the receipt as your proof of your request. The branch will then receive your request and process.

Feel free to reach out to your branch for any additional questions.