

# INSTRUCTIONS - How to update credit card details



**Step 1:** Visit [https://www.thirdagefitness.com.au/users/sign\\_in](https://www.thirdagefitness.com.au/users/sign_in) and **sign in** to your account.

**Step 2:** Select **My Account** from the top menu bar, and then **Billing** from the left menu.

The screenshot shows the website's interface. At the top, a navigation bar contains the Third Age Fitness logo and several menu items: PARTICIPANTS, INSTRUCTORS, AGED CARE, CARERS AT HOME, CONTACT, and MY DASHBOARD. To the right of these items is a user profile icon labeled "CAROL M". A yellow circle highlights the "My Account" option in the dropdown menu that appears when the profile icon is clicked. A blue arrow points from the right towards this "My Account" option. Below the navigation bar, the "Your Profile" page is displayed. On the left side of this page is a sidebar menu with options: Profile, Password, Certificates, Notifications, Billing, and Order History. The "Billing" option is highlighted with a yellow circle, and a blue arrow points from the left towards it. To the right of the sidebar, the "Your Profile" section shows a user profile icon and form fields for "Email" (carol@thirdagefitness.com.au), "First name" (Carol), and "Last name" (Edmeades).



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## Step 3: Select **Edit**.

- Profile
- Password
- Certificates
- Notifications
- Billing**
- Order History

### Billing

#### Your Credit Card

Visa ending in 7092

Expires 11/2023

**Edit**

## Step 4: Add your new credit card details, and select **Update**.

- Profile
- Password
- Certificates
- Notifications
- Billing**
- Order History

### Add or change credit card

#### Card Information

Card number

MM / YY CVC

**Cancel**

**Delete**

**Update**



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