

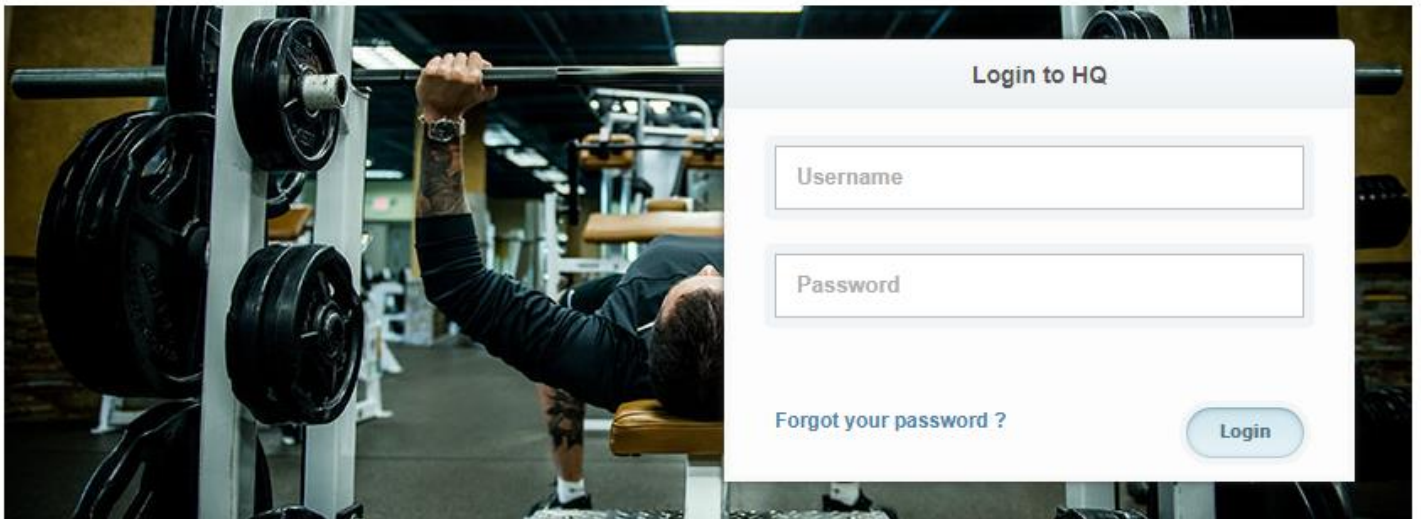
How to Update Credit Card via Member Portal

Log into your member portal on a desktop/iPad etc. at hqfit.com

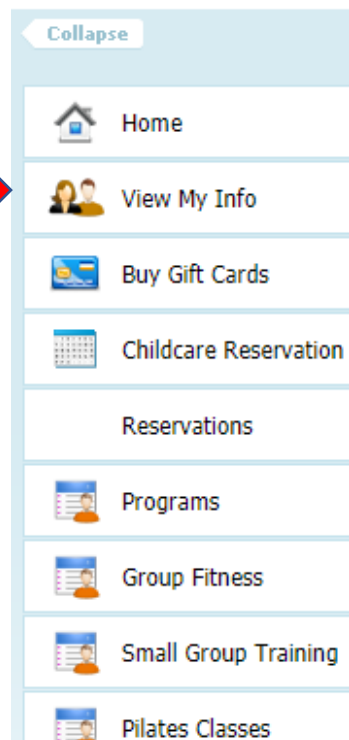


HealthQuest Fitness Club

Online Access



On the left side of the Home Page
Select 'View My Info'



Scroll down to 'Billing Information'

Select Edit

BILLING INFORMATION		Edit	
House Charge	Credit Card	Card Name	Test
Statement Delivery Method	None	Credit Card Type	Visa
Tax exempt	No	Credit Card #	4*****1111
		Name on Card	Test
		Card Expiration	07/01/2018
		Billing Address	Same as Contact
		Available on POS	Yes

Once in Edit mode

Enter The new Credit card information by overriding the current information.

**although there is a drop down box with 'Primary / Add new Card' options DO NOT select Add new Card. You MUST override the Primary CC number*

BILLING INFORMATION		Currently editing	
House Charge	<input type="text" value="Credit card"/>	Card	<input type="text" value="Test (Primary)"/>
Statement Delivery Method	<input type="text" value="None"/>	Card Name	<input type="text" value="Test"/>
		Credit Card #	<input type="text" value="4*****1111"/>
		Name on Card	<input type="text" value="Test"/>
		Card Expiration	<input type="text" value="07"/> <input type="text" value="2018"/>
		CW	<input type="text"/>
		Billing Address Type	<input type="text" value="Same as Contact"/>
		Available on POS	<input type="text" value="Yes"/>
<input type="button" value="Save changes"/> or Cancel			

Select 'Save Changes'