



How to Enter or Update My Credit Card

You can update your credit card (payment) information from the **Account** tab or the navigation panel on the left.

1. Access your account. If you need help, click this link to access the instructions in *How Do I Access My Team Unify Account:*

<https://www.teamunify.com/team/scmvn/page/team-unify-faq>.

2. Continue with the steps to update the payment information:

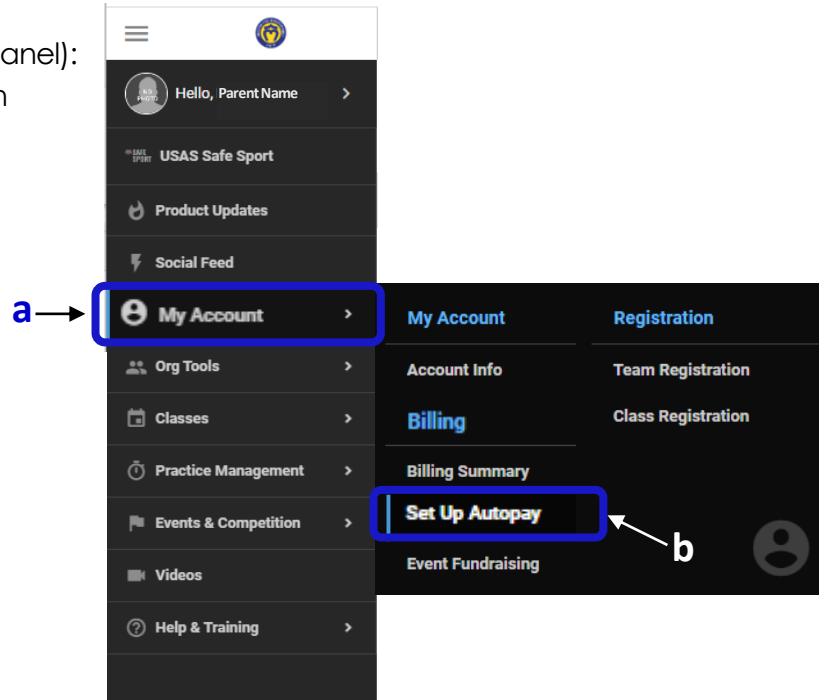
- **Account** tab on the Account Info screen – see step 3A.
- OR -
- **My Account** link on the navigation panel – see step 3B.

3A. The **Account** tab displays the Account Info screen. Click on the **Payment Setup** tab, then go to step 4.

The screenshot shows the 'Account Info' page in a web application. On the left is a dark navigation sidebar with items like 'Hello, Rparent Name', 'USAS Safe Sport', 'Product Updates', 'Social Feed', 'My Account', 'Org Tools', 'Classes', 'Practice Management', 'Events & Competition', 'Videos', and 'Help & Training'. The main content area has a header 'Account Info' and a sub-header 'Parent Name' with email 'parent_name@gmail.com' and status 'Not an admin (Active)'. Below this is a horizontal menu with tabs: ACCOUNT, MEMBERS, BILLING SUMMARY, FUNDRAISING, HISTORICAL BILLING INFORMATION, PAYMENT SETUP (highlighted with a blue box), SERVICE HOURS, and CLASSES. Under the 'PAYMENT SETUP' tab, there is a blue bar for 'Account Information' with links for 'Email Login Instructions' and 'Reset Password'. Below this are input fields for 'SE First Name' and 'SE Last Name'. The 'Account Login Email' is shown as 'Verified'. The 'SE Account Connected' status is 'Connected' with a 'Manage at sportsengine.com' button. A second blue bar is for 'Account Contact Information', with input fields for 'Display First Name', 'Display Last Name', 'Alternate Email 1', 'Alternate Email 2', and 'Alternate Email 3'.

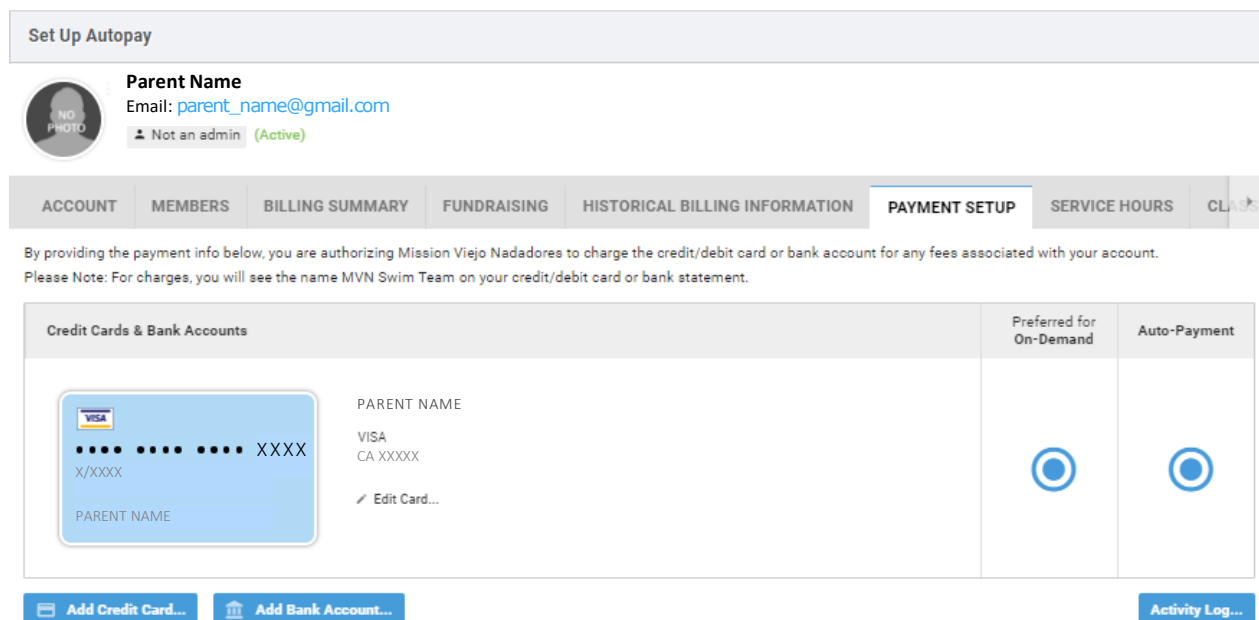


3B. **My Account** link (navigation panel):
Click on **My Account** (a), then click on **Set Up Autopay** (b) under **Billing**.




4. The **Payment Setup** tab displays your payment information. This screen includes the following options:

- Add a credit card (see step 5)
- Edit a credit card (see step 9)





5. To add a credit card, click  .

NOTE

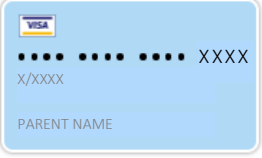
You cannot delete credit cards from your account. Please call or email the swim office to have credit cards deleted.




Set Up Autopay

Parent Name
 Email: parent_name@gmail.com
 Not an admin (Active)

ACCOUNT MEMBERS BILLING SUMMARY FUNDRAISING HISTORICAL BILLING INFORMATION **PAYMENT SETUP** SERVICE HOURS CLASS

By providing the payment info below, you are authorizing Mission Viejo Nadadores to charge the credit/debit card or bank account for any fees associated with your account.
 Please Note: For charges, you will see the name MVN Swim Team on your credit/debit card or bank statement.

Credit Cards & Bank Accounts	Preferred for On-Demand	Auto-Payment
 <p>PARENT NAME VISA CA XXXXX Edit Card...</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>


6. Type the card information in the **Add New Card** window, then click  .

Add New Card ✕

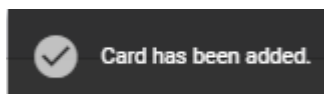
Billing Information:

Name on Card: Zip:

Credit or Debit Card:



This message confirms the credit card has been added.






- 7. Select one or both payment options on the far right for **Preferred for On-Demand** and/or **Auto-Payment**.

Set Up Autopay

Parent Name
 Email: parent_name@gmail.com
 Not an admin (Active)

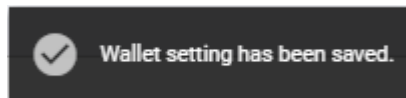
ACCOUNT MEMBERS BILLING SUMMARY FUNDRAISING HISTORICAL BILLING INFORMATION **PAYMENT SETUP** SERVICE HOURS CL...

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Credit Cards & Bank Accounts	Preferred for On-Demand	Auto-Payment
 <p>PARENT NAME MASTERCARD CA XXXX Edit Card...</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

Add Credit Card... Add Bank Account... Activity Log...

This message confirms the payment setting has been saved, and the screen displays the updated payment option for the credit card.

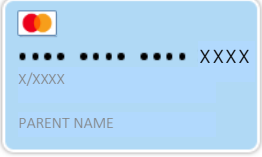


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Credit Cards & Bank Accounts	Preferred for On-Demand	Auto-Payment
 <p>PARENT NAME MASTERCARD CA XXXX Edit Card...</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

Add Credit Card... Add Bank Account... Activity Log...



- 8. If desired, repeat steps 5 through 7 to add another credit card with a different payment option or go to step 11 to continue with other Team Unify instructions.
- 9. To edit a credit card, click on **Edit Card** next to the credit card you want to replace or update.

Set Up Autopay

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Credit Cards & Bank Accounts	Preferred for On-Demand	Auto-Payment
 PARENT NAME MASTERCARD CA XXXX XXXX X/XXXX PARENT NAME Edit Card...	<input checked="" type="radio"/>	<input checked="" type="radio"/>

[Add Credit Card...](#) [Add Bank Account...](#) [Activity Log...](#)

- 10. Type the Billing Information in the **Edit Card** window, then click **Update**. You can change the name on the card and replace the card information or update the card's expiration date.

Edit Card [X]

Billing Information:

Name on Card: Zip:

Replace Card Information

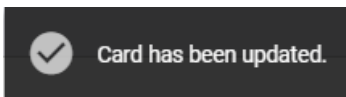
Update Expiration

Expiration: /

Update



This message confirms the credit card has been replaced or updated, and the screen displays the updated payment option for the credit card.



Set Up Autopay

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ACCOUNT MEMBERS BILLING SUMMARY FUNDRAISING HISTORICAL BILLING INFORMATION **PAYMENT SETUP** SERVICE HOURS CLASS

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Credit Cards & Bank Accounts	Preferred for On-Demand	Auto-Payment
<p>PARENT NAME VISA CA XXXXX Edit Card...</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

[Add Credit Card...](#) [Add Bank Account...](#) [Activity Log...](#)

11. Click this link to continue with other Team Unify instructions:

<https://www.teamunify.com/team/scmvn/page/team-unify-faqs>.

- *How to Add Emails to My Account*
- *How to Change My Athlete's Apparel Sizes*
- *Where Can I See My Billing History*
- *How Many Service Hours Have I Done or Owe*
- *How Can I Access the Team Directory*
- *How Do I Sign Up for a Meet*
- *How Do I Sign Up for a Volunteer Job*
- *How Do I Suspend My Membership*