



**SwimOffice**  
Team Management

**OnDeck**  
Mobile Solutions

**TouchPad**  
Meet Management

**TUMoney**  
Fund Raising Tools

**TULessons**  
Swim Lessons

**MainSet**  
Workout Management

## Billing: Non Admin update/change credit card

[← Billing Management](#)

### SwimOffice Admin - Not an Admin

If you need to update one or more of the credit cards stored in SwimOffice, perhaps because it expired, follow these steps.

1. Sign in to your team's SwimOffice website.
2. In the side menu click **My Account > My Account**.
3. Click **Payment Setup** tab.

Account Members **Payment Setup** Dues Schedule

E-Payment Manager

By providing the payment info below, you are authorizing Fremont Area Swim Team to charge the Credit Card or ACH account for any fees associated with your account.

+ Add New Card + Add Bank Account Save Payment Setup

**Credit and Debit Cards**

\*\*\*\* \* 1111  
Christina Berry

**Visa-1111**  
Expires 5/2018

Christina Berry  
54332 Mallard Plaza  
Bronx, NY 10454

Use for Fees Associated With Your Account  
 Use for On Demand Payments

[Update Card](#)

4. If desired, select which card is used for what fees.
5. Click **Update Card** and click **OK** to confirm.
6. Fill in all of your credit card information.
7. Click **Copy From Account Info** to quickly add your billing information that is on file.
8. Click **Next**. You have now updated your credit card.
9. Click **Save Payment Setup** if needed.

See Also