



# THE GRANITE YMCA

## HOW TO UPDATE YOUR BILLING INFORMATION

- Please go to **www.graniteymca.org** and click **login** at the top of the screen.
- Once you are logged into your account, over on the right hand side select **“My Account”** from the dropdown menu. Next select **“payment methods.”**
- Click on **“Add new payment method.”** Click the form of billing you would like to add (credit card or bank account) and enter the information.
- Now click the arrow next to the billing information you would like to replace. It should have pending transactions listed below it.
- Next scroll all the way down to the bottom of the screen until you see **“Switch Selected Activities To.”** Choose the payment method you would like to use going forward and click the **“Transfer”** button.