Updating Family Wellness Account Information

Within the Account Information tile you will find sub-tiles, each with different functions.

Account Summary: Provides a summary of general membership information including Contact info, Membership Type, Join Date, Membership Number, and any additional Members on your account. Clicking the "Update" link at the top of the Summary section will allow you to edit some of the information fields by bringing you to the Contact Information screen.

Attendance Report: This feature will allow you to generate a report of your visits to Family Wellness. Simply select the time period you would like your visits pulled from via the "Date Quick Pick" drop down menu or by entering your own dates and click "Submit." Your visit information will be displayed with options to "Print" or "Export to Excel."

Attendance Listing

| Date Quick Pick: | This Month ▼ | From: (mm/dd/yyyy) | 02/01/2014 ▦ | To: (mm/dd/yyyy) | 02/05/2014 ▦ |
| Include Sub Members: | No ▼ | | | | Submit |

Billing Information: Use the "Billing Information" section to update the account that monthly membership dues are charged to. Make sure the payment option you would like updated is selected in the "Active Auto Pay Information" drop down menu before you update any information. Once you've updated, click "Submit Changes." You can also add a Credit Card to save on file for when you are purchasing programs like Swim Lessons or Boot Camps.

Billing Information

Active Auto Pay Information:	Statements ▼
	Credit Card
	Statements

Bank Account Information			
Bank Name:		Name On Account:	
Account:		Account Type:	▼
Active:	No	ABA:	❷

Credit Card Information			
Number:		Expiration:	▼ ▼
Street Address: ❶		Zip Code:	
Active:	No		

Submit Changes

Buy Series Sales: With this function, you will be able to purchase services packages drop in Childcare. Choose "X-Childcare" and then highlight the service in the box directly below the service drop down menu by clicking it once. Click "Submit" once your service is selected and highlighted. Once submitted, use the squares next to the provided service package options. Once you've selected all that you wish to purchase, click "Add to Cart." At the Payment Summary screen, you can choose to pay with a card you have on file, or with a different card. Enter the appropriate information, then click "Submit Payment."

Purchase Series Sales

Selected Criteria	
Choose Site:	Family Wellness
Module:	Scheduler ▼
Service Category:	X-Child Care ▼
Service:	Child Care (NO Reservations needed!)

Submit

Change Password: Enter the required information to update your password used to access your online membership account. After entering the information, click "Update."

Contact Information: Use this section to update any contact information from your account including Address, Phone, Email, Emergency Contact info, Marital Status, and Salutation. Once the changes are made, click "Submit Changes." You can also get to this screen by clicking the "Update" Link from the "Account Summary" section.

Series Sales: This section can show you how many of any service package you have left to redeem, and how many and when you have redeemed them in the past. This could be for Childcare visits, Personal Training Sessions, etc. Clicking "Active Series Sales" will show you how many unused sessions you have left, while clicking "All Series Sales" will show you all that you've redeemed in the past.

Statements: Access this section if you need to generate monthly statements for membership dues. Simply click the month that you need the statement for, and a .PDF will generate showing membership dues for that month. Please Note: this is not a bill, and does not require action unless otherwise communicated. If you need statements for months in previous years, just click the year to expand the monthly options.

If you have any questions, please email FamilyWellnessFargo@Sanfordhealth.org and we will get back to you as soon as possible.