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Update Payment Information

Household administrators can log back into their household by going to the same login link you use as an administrator: {your Demosphere RosterPro domain}/_login. An example login link is https://support.demosphere-secure.com/_login, but your actual link would not have 'support' at the beginning of the URL. The household admin will use their email and password to login and have a limited view of the system.

After logging in they will see a section on the main dashboard called "My Profile Information":

The screenshot displays the 'My Dashboard' interface. At the top, a green navigation bar contains links for HOME, PROGRAMS, CAMPS AND CLINICS, TOURNAMENTS, and ABOUT US. Below this is a dark blue header with 'My Dashboard' and a 'Help' icon. The main content area is titled 'My Account Information' and includes a 'Begin Public Registration Process' button. There are three tabs: 'MY PROFILE INFORMATION', 'MY HOUSEHOLD INFORMATION', and 'MY TEAMS'. The 'MY PROFILE INFORMATION' tab is active, showing a 'My Profile' section with fields for Name (joetest demotest), Username (joesagator), Email (joesagator@yahoo.com), Phone ((352) 514-4255), and Network (Linked with 22 websites). There are also '24 Notifications' and 'Manage Profile' buttons. To the right is a 'Site Settings' section with 'Settings' and 'Receive Email from this website YES' and 'Receive SMS from this website YES' options. On the far right is a 'demosphere' logo and a note about user profile management via Demosphere TeamNet.

In order to update payment information for an upcoming installment, households admins should follow these steps:

- Click on "My Household Information" section, if not open already
- Click the "My Household Info" tab
- Under the "My Site Registrations" section click the "View Registration Order History" link
- Navigate to the order they wish to update along the left side of the screen
- Click the green "Pay With CC" button in the top right.
- Enter new payment details and save. They can choose to pay only the next installment payment or update the recurring payment information for future installments as well

My Dashboard

My Account Information

Begin Public Registration Process

- MY PROFILE INFORMATION
- MY HOUSEHOLD INFORMATION**
- MY TEAMS

My Household

Manage Household

My Site Registrations

Household: demotest

Address: 306 washington st.
falls church, VA, 20194

Network: Linked with 16 websites

- View Registration Order History** 2 Orders
- View Participant Registration Data 8 Registrations
- View Volunteer Registration Data 2 Registrations

demosphere

Your Household data is managed via Demosphere TeamNet™, allowing you to securely save and access personalized content across any networked website.

Learn More

- Manage household
- Begin Public Registration Process
- Return to Dashboard

Household: demotest

Household ID: 591E34F05B8730546620609F

- Registration Order History
- View Participant Data
- View Volunteer Data

All Household Orders

ORDERS BY DATE

- 9/22/2017 1 REGISTRATIONS
- 9/11/2017 1 REGISTRATIONS**
- 8/22/2017 0 REGISTRATIONS
- 8/3/2017 1 REGISTRATIONS
- 6/23/2017

Order Date: 9/11/2017

Order Overview

Processed on: Monday - September 11th 2017, 17:28:56

Submitted by: joetest demotest
<joesagator@yahoo.com>

Remaining Balance: **\$180.00**

Payment Method: CHECK

PAY WITH CC

Recurring Payments Information

No payment information is on file for recurring payments

Make a Payment

Item Name	Total Amount	Amount Due	Amount To Pay
tester test Tryouts 51 - Clone>	\$350.00	\$180.00	\$103.33
Total Payment Amount:			\$103.33

Payment Information

- Update Info for remaining Order Installments
- Apply Info only to THIS Payment

Select payment type:

Selected Payment Method: Credit Card

Cardholder's Name First Name Last Name

Country United States

Billing Address

City

State

ZIP

Card Number

Security Code

Expiration 01 / 2017

Amount to Pay: **\$103.33**

Cancel

Submit Payment

Related Attachments
None Found