

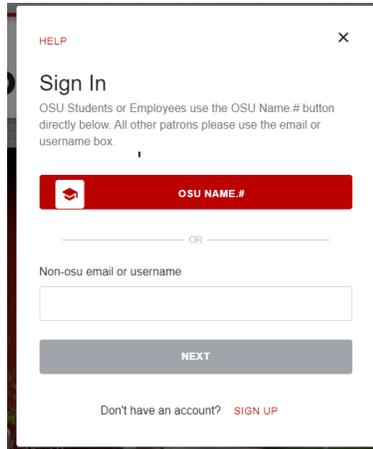
How to Update Saved Payment Information

To update saved payment information go to: <https://recregister.osu.edu/>

If you are a current Ohio State employee or student click the red button and log in using your Ohio State name.# credentials.

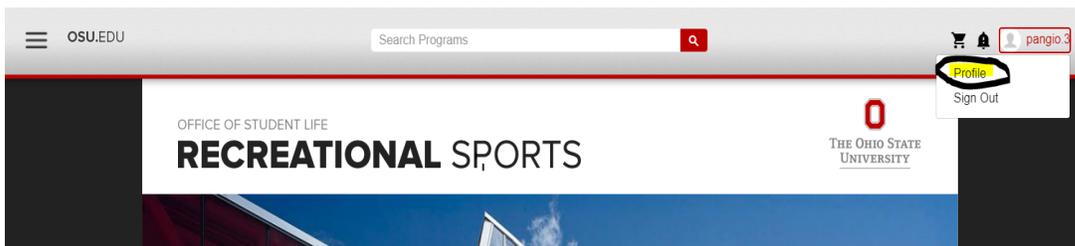
If you are not a current Ohio State employee or student and you have already created an account sign in under Use a local account to login

All others click sign up and create a new account. If you create an account and don't feel you have the right eligibility please contact us via email at recsports@osu.edu and include your full name so we can look up your account.

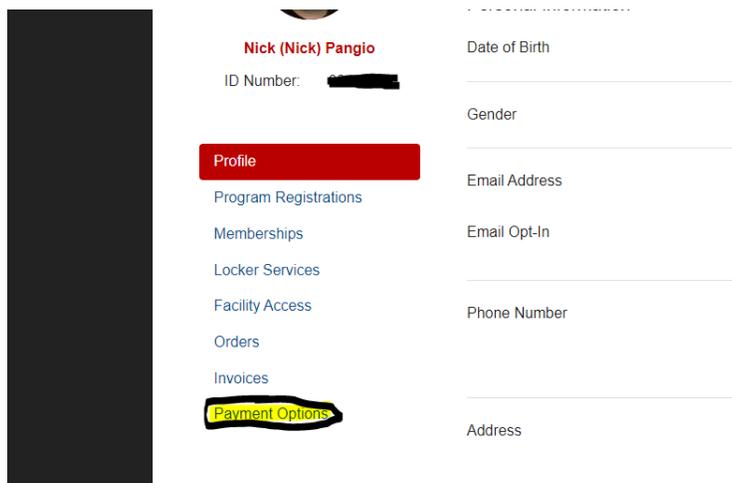


A screenshot of a 'Sign In' modal window. At the top left is a 'HELP' link and a close 'X' button. The title is 'Sign In'. Below the title is a note: 'OSU Students or Employees use the OSU Name.# button directly below. All other patrons please use the email or username box.' There are two input fields: the first is a red button labeled 'OSU NAME.#' with a graduation cap icon; the second is a white text box labeled 'Non-osu email or username'. Below the text box is a grey 'NEXT' button. At the bottom, there is a link: 'Don't have an account? SIGN UP'.

Step 2: Once you log in you will scroll over your user name and select "profile."

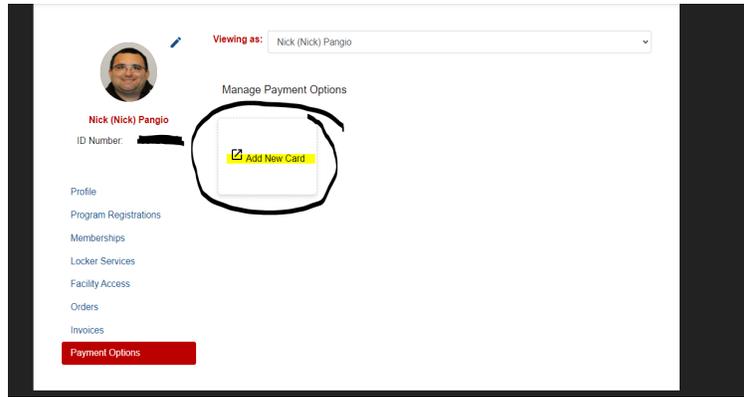


Step 3: Under your profile you will select " payment Options."



Step 4: Click on "add new Card" and fill out your information and click "save."

Your purchase is not done. You need to go back and add everything to your card and check out utilizing this new added card. We strongly recommend saving your card information prior to registration as it will save you time with registering.

A screenshot of a "Billing Information" form. The form has several input fields: "First Name *", "Last Name *", "Address Line 1 *", "Address Line 2", "City *", "Country/Region *" (with a dropdown menu showing "United States of America"), "State/Province *" (with a dropdown menu showing "Ohio"), "Zip/Postal Code *", and "Email *". There is a note "* Required field" at the top right. Below the billing information is a "Payment Details" section with a "Card Type *" label and four radio button options: "VISA Visa", "Mastercard", "Amex", and "Discover".

Your purchase is not done. You need to go back and add everything to your card and check out utilizing this new added card. We strongly recommend saving your card information prior to registration as it will save you time with registering.

If you have any issues saving your card on file please call Nick at 614-292-2115.