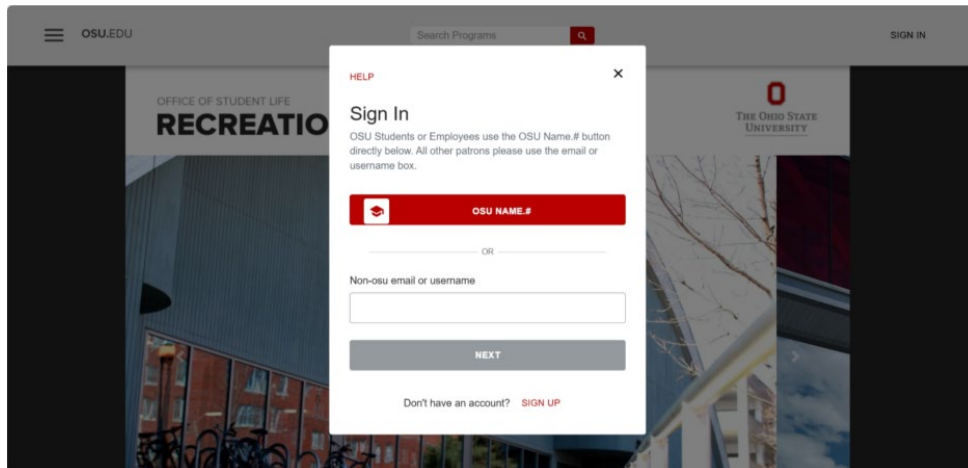


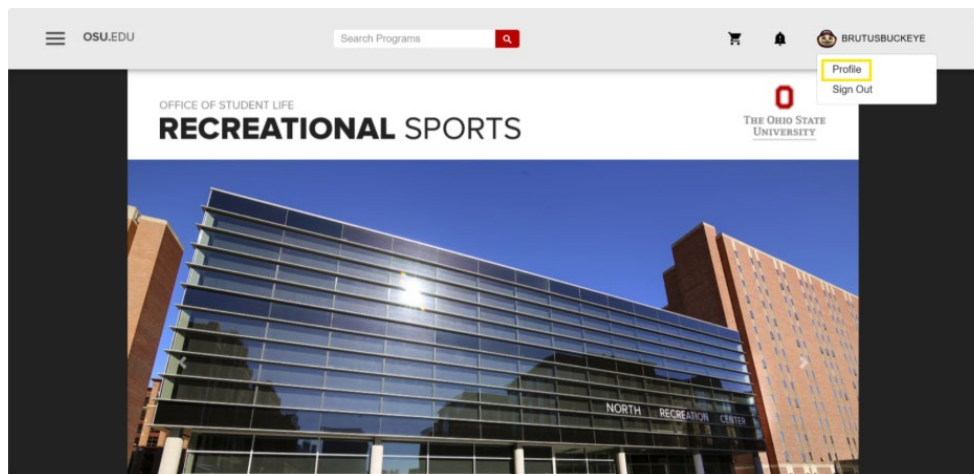
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How to Update Saved Payment Information

1. To update saved payment information go to: <https://recregister.osu.edu/>
2. Log in to Recregister
 - a. If you are a current Ohio State employee or student click the red button and log in using your Ohio State name.# credentials.
 - b. If you are not a current Ohio State employee or student and you have already created an account sign in under Use a "Non-osu email or username" to login.
 - c. 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.

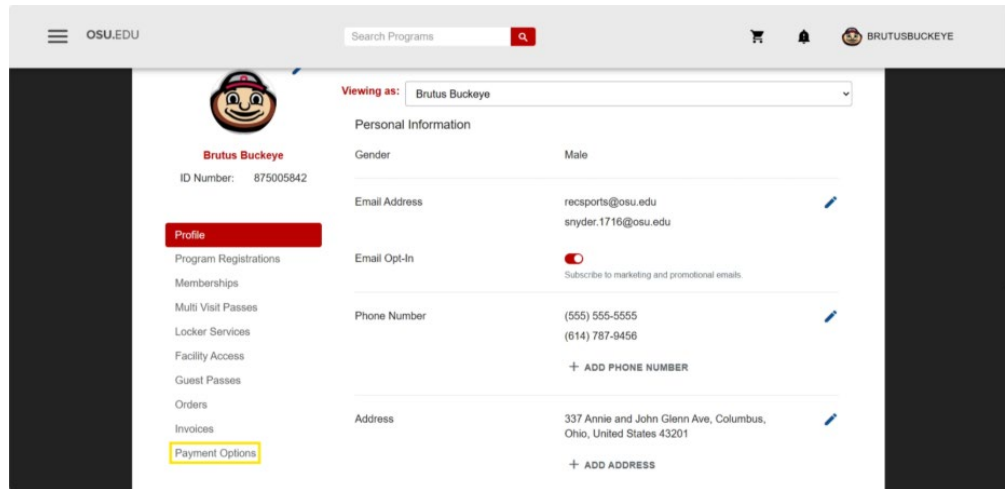


3. Once you log in you will click on your username and click "Profile"

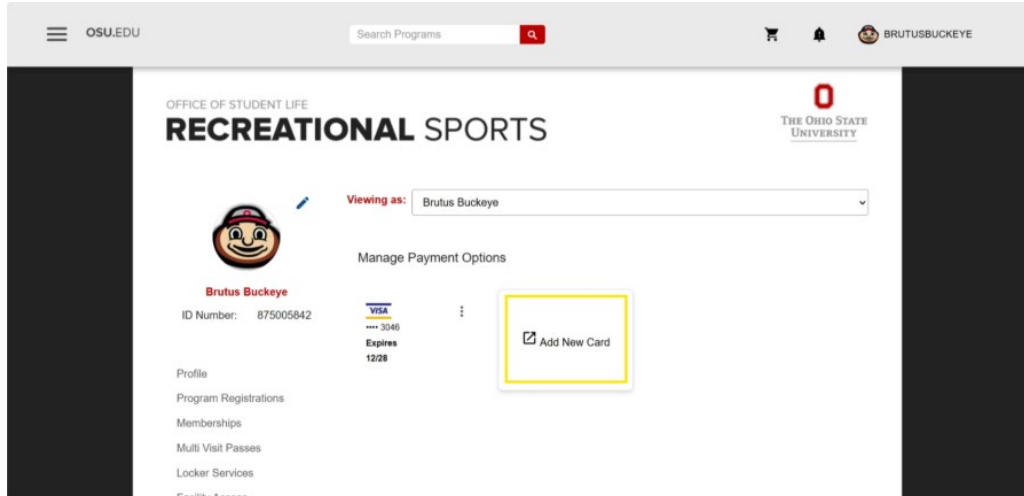


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4. Under your profile you will select “Payment Options”



5. Click on “Add New Card” and fill out your information and click “Pay.” This will place a temporary \$1 hold on your card that will go away in a few business days.



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Ohio State University - E-Commerce

Total: 1.00 USD

Billing Address

Address Line 1 *

Address Line 2

City *

Postal Code * Country *

Payment Information

Name on Card

Card Number

Expiration Date

Security Code

Pay

Secured by FreedomPay®

Please Note: Your purchase is not completed. You'll need to go back and add everything to your cart and check out using this newly added card. We strongly recommend saving your card information prior to registration as it will save you time registering.