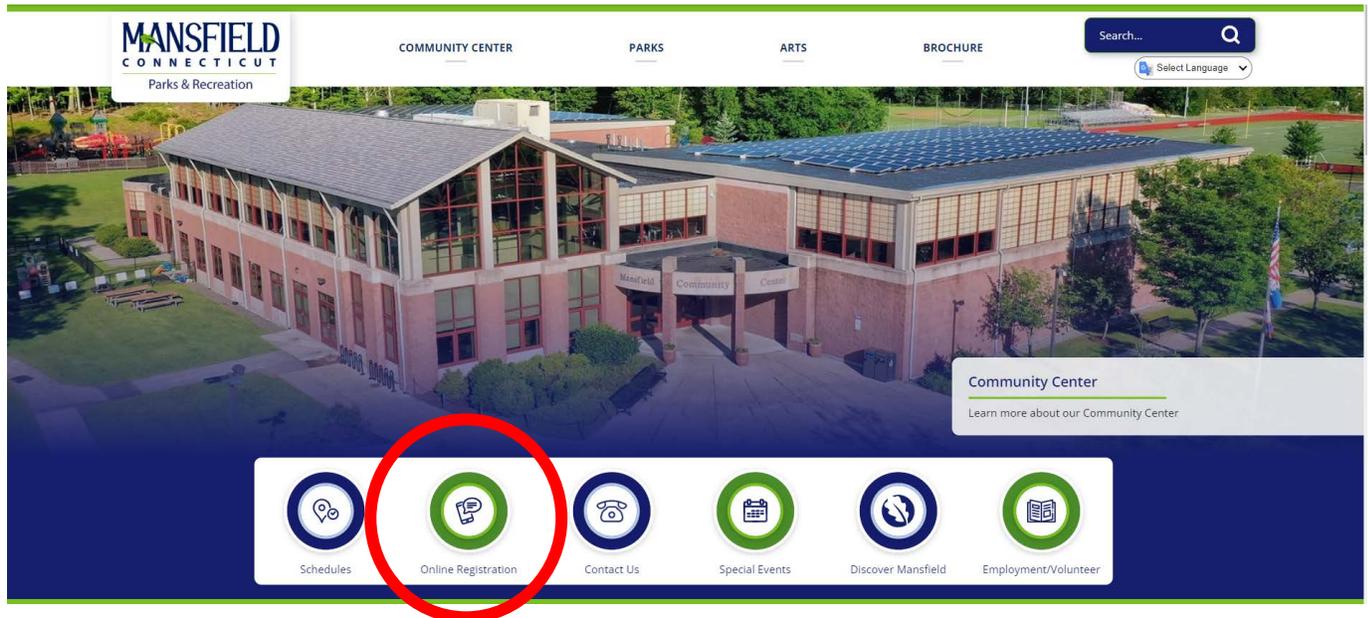
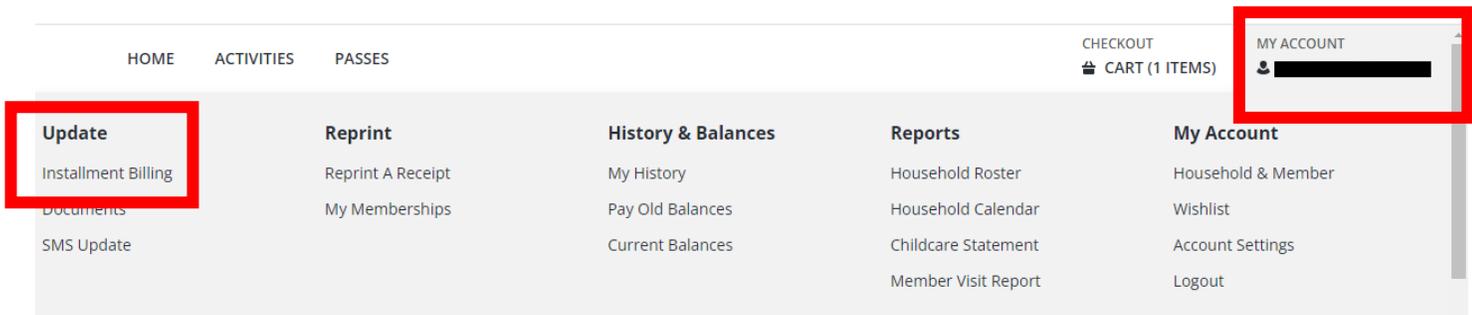


UPDATING YOUR CREDIT CARD (FOR MONTHLY MEMBERSHIP DEDUCTIONS/PAYMENTS) -HOW TO-

- Go to www.mansfieldcc.com
- Click the “Online Registration” button – the second circular button on the page:



- Click “Login” in the upper right hand corner.
- In order to register for programs or view your account details you will need to login with an online account. If you have participated in Parks and Recreation programs or Mansfield Community Center membership, but have not used the online system before, please call 860-429-3015 ext. 0 to confirm your email address and have a password reset link sent. Please do not try to create a new account online.
- For questions and password reset assistance, please call the reception desk at: 860.429.3015, ext. 0.
- **Username:** _____ **Password:** _____
- Once logged in click on MY ACCOUNT (Top left of the screen)
- Then go to UPDATE (Top left of the screen) and click **Installment Billing**



Installment Billing

 I'm not a robot

Current Installment Bills

Household Number: [REDACTED]

 Credit Card: 55XXXXXXXXXX [REDACTED] 3 Linked bill listed below.[Update Credit Card](#)

Name	Description	Next Bill Date	Bill Type	Next Bill Amount
[REDACTED]	NR Family Pass (81299)	01/01/2022	Credit Card	\$ 71.50

- On this screen you will see the CURRENT card that you have linked to your membership billing, you should now click UPDATE CREDIT CARD to add your new card.
- On the next screen you will enter in the NEW card:

Payment Information

Credit Card Input

Name On Card *

Credit Card Number *

Expiration Month *

Expiration Year *

CVV *

Billing Street Address *

Billing Zip Code *

[Continue](#)[Cancel](#)

- Click Continue, on the next screen you will see this (on the top of the screen)

 Record was Successfully Updated!

- If you have a current balance due for your declined payment it will be in your CART. Click CHECKOUT and then you can proceed to paying the balance due from your declined payment.
- Proceed to Checkout

Shopping Cart

Shopping Cart

	Description	Name	Total Fees	
Remove	NR Family Pass (81299) (Active)	[REDACTED]	\$ 106.50	⋮
Grand Total Fees Due			\$ 106.50	
Total Old Balances Not in Shopping Cart			\$ 0.00	

[Proceed To Checkout](#)

[Continue Shopping](#)

[Pay Old Balances](#)

[Empty Cart](#)

Apply Coupon/Gift Certificate/Punch Payment/Reward

Type

Coupon ▼

Code

[Apply](#)