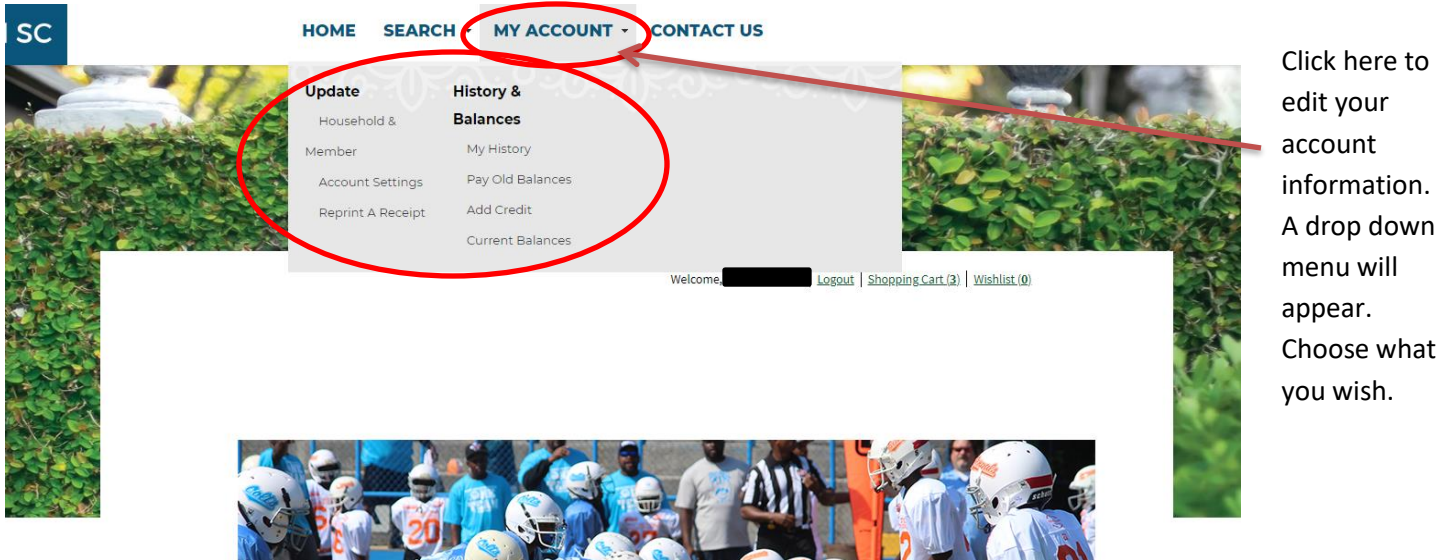# Editing Account Information

Once you log in with your provided username and password, you can choose to edit your username or password, edit account, pay old balances, add credit, reprint a receipt in the My Account tab.

Click here to edit your account information. A drop down menu will appear. Choose what you wish.

Drop down menu options:

UPDATE

- **Household & Member**: edit your home address, phone number, email, etc. Edit your family member information or add new member. Add new emergency contact. Click SAVE.
- **Account Settings**: change your email, login username or password. Click SUBMIT.
- **Reprint Receipt**: your receipt numbers as well as the date it was purchased will appear in a table. Click the printer button on the left side of the receipt you wish to print. All receipts are in .PDF format and require Adobe Reader. Your browser must allow pop-ups to view receipts correctly.

HISTORY & BALANCES

- **My History:** shows any permits or facility rentals you've had in the past year
- **Pay Old Balances:** shows any old balances that you need to pay
- **Add Credit:** choose your module (activity enrollments for youth sports, pass visits for fitness classes, etc.) to add credit on your account to be applied when you register in the future
- **Current Balances:** shows if you have credit on your account, shows if you have a balance due, and show if you have a scholarship balance. The other options (rewards and gift cards) are irrelevant.