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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 Demosphere user dashboard. At the top, there is a navigation bar with links for HOME, PROGRAMS, CAMPS AND CLINICS, TOURNAMENTS, and ABOUT US. Below this is a 'My Dashboard' header with a 'Help' button. The main content area is titled 'My Account Information' and includes a 'Begin Public Registration Process' button. There are three tabs: 'MY PROFILE INFORMATION' (selected), 'MY HOUSEHOLD INFORMATION', and 'MY TEAMS'. Under the 'MY PROFILE INFORMATION' tab, there is a 'My Profile' section with a '29 Notifications' badge and a 'Manage Profile' button. The profile details are as follows:

Name	joetest demotest
Username	joesagator
Email	joesagator@yahoo.com
Phone	(352) 514-4255
Network	Linked with 22 websites

To the right of the profile is a 'Site Settings' section with a 'Settings' button. It shows two settings, both set to 'YES':

Receive Email from this website	YES
Receive SMS from this website	YES

On the far right, there is a 'demosphere' logo and a message: 'Your User Profile is managed via Demosphere TeamNet™, allowing you to securely save and access personalized content across any networked website.' with a 'Learn More' link.

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](#)

Household: demotest

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

Network: Linked with 16 websites

My Site Registrations

- [View Registration Order History](#) Orders
- [View Participant Registration Data](#) 6 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](#)

Household: demotest

Household ID: 591f34f05b8230546620609f

[Registration Order History](#) | [View Participant Data](#) | [View Volunteer Data](#)

All Household Orders

[Help](#)

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>

Recurring Payments Information

No payment information is on file for recurring payments

Remaining Balance: **\$180.00**

Payment Method: CHECK

[PAY WITH CC](#)

Make a Payment

Item Name	Total Amount	Amount Due	Amount To Pay
tester test Tryouts S1 - 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

