Changing Payment Source

The below instructions explain how to change your debit details for upcoming debits. You need to be logged into the member portal in **Google Chrome** to complete the below steps - <u>https://aqualink.perfectgym.com.au/ClientPortal2/#/Login</u>

- 1. Click on Account at the top of the portal
- 2. The **Edit Profile** tab is the default tab when you click on Account. Your portal has a number of options to choose from under the account section:

	1 Payments	2 Contract details	3 My products	4 Payment settings	5 Edit profile	6 Documents	
PERSONAL INFORMATION							
First name Portal							
Last name Test							

- 3. Choose option 4 Payment Settings to pay change your debit details
- 4. Click on Add new payment method

DEFAULT PAYMENT METHODS FOR CONTRACT			
Direct Debit Adult Total Fitness		DirectDebit 1234	٩
SAVED PAYMENT METHODS		Your payment	nt details are stored securely.
Direct debit 1234	Papa Serge		
	Add new payment method		€

5. Select either **Debit/Credit Card** or **Bank Account** (this will highlight your selection blue) and click **Next**



6. This will take you to our secure website with Commonwealth Bank (bpoint), where you can enter your details direct to the bank. Enter your card / account details and click next. This will take you back to Payment settings in your member portal.