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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](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 'My Dashboard' interface. 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', 'MY HOUSEHOLD INFORMATION', and 'MY TEAMS'. The 'MY PROFILE INFORMATION' tab is active, showing a 'My Profile' section with fields for Name (joetest demotest), Username (joesagator), Email (joesagator@yahoo.com), Phone ((352) 514-4255), and Network (Linked with 22 websites). There are also '29 Notifications' and 'Manage Profile' buttons. To the right, the 'Site Settings' section shows 'Receive Email from this website' and 'Receive SMS from this website', both set to 'YES'. A 'Settings' button is also present. On the far right, there is a 'demosphere' logo and a message about user profile management via Demosphere TeamNet™, 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



None Found

