## **STEP 1**

## **SIGN IN**

Access RACS self-service payment platform via the College website or eHub. To do so, click 'Sign In' on the College website home page or go to https://ehub.surgeons.org

Click the **Sign In** button at the top right, then enter your Username and password.

### Remember:

- 1. The Username for active Fellows and Trainees, is their RACS username which ends in @my.surgeons.org.
- 2. Other users (If you're a new user, like a Trainee just getting started) log in with your registered email address. You must be logged in to update credit card details

3	······		STEP 5
			taxe > Wate Paymen Mellond Update Credit Caro Details
	On My Card		Full Name Racs Id
	Details page, you		- Explored Pay with card
	can view your		Carchology Marine
	credit card		
	details, along with the linked		M50797 ***
Lazzo > My Cresk Carel Desails	invoice number		Non togethad about follogies (suggests about older the yorkel) and it to make the one of the one tens.
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2000-2000-2000-21111 MV-600714043 Gr			CIICK Updated Payment Method to
	Hamp > My Credit Card Details		apply the changes
	My Card Details		
	_		<b>•</b>
	Credit Card Details Invoice ID (Invoice) Type Card Type Credit Card Details Last updated on +   xxxxxxxxxxxxx1111 INV-00014043 Credit Card VISA 02/04/2025 10:36 AM 03/04/2025 12:36 PM Created Card	-	
STEP 4	Home > Update Payment Method		
	Update Credit Card Details		
update/change	Full Name Racs Id		
tails, click the			<u>+</u>
nange button.	Cardholder Name		
is will redirect	Cardholder Name		
u to the Update	Card Number		
etails page.	Expiration Date: (MM/YY) CW (3 digits)		
	MM/YY		
	Note: Boyd Australiain College of Surgeons dates not store any credit card information as part of this purchase.		

HOW TO UPDATE CREDIT CARD DETAILS

# **STEP 2:**

👱 iana ia 🗸 🗸 My Profile My Registrations My Invoices My Certificates My Transcripts My Card Details Transfer Request Sign out

Once logged in, click the dropdown menu next to your profile picture in the top right corner, then select My Card Details to view your credit card information

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