HOW TO UPDATE CREDIT CARD DETAILS

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 u**sers (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

STEP 2:

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

> My Profile
> My Registrations
> My Invoices
> My Certificates
> My Transcripts
> My Card Details
> Transfer Request
> Sign out

3

On **My Card Details** page, you can view your credit card details, along with the linked invoice number

STEP 4

To update/change your credit card details, click the **Change** button. This will redirect you to the **Update Credit Card Details** page.

STEP 5

Fill in the details for new credit card and click **Updated Payment Method** to apply the changes