

## 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

## 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

# HOW TO UPDATE CREDIT CARD DETAILS

### 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.

Home > Update Payment Method

### Update Credit Card Details

Full Name   
Racs Id

Pay with card VISA MARSHALLS AMEX

Cardholder Name

Card Number

Expiration Date (MM/YY)  CW (3 digits)

Note: Royal Australasian College of Surgeons does not store any credit card information as part of this purchase.

**UPDATE PAYMENT METHOD**

## STEP 5

Home > Update Payment Method

### Update Credit Card Details

Full Name   
Racs Id

Pay with card VISA MARSHALLS AMEX

Cardholder Name

Card Number

Expiration Date (MM/YY)  CW (3 digits)

Note: Royal Australasian College of Surgeons does not store any credit card information as part of this purchase.

**UPDATE PAYMENT METHOD**

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