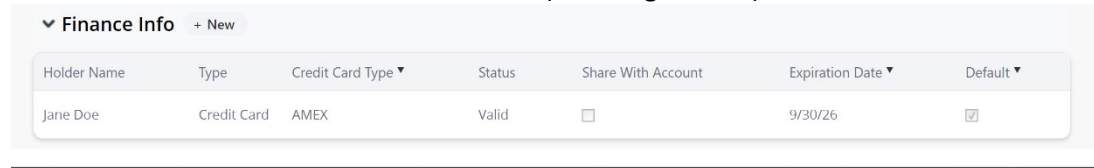


To set up your payment info, you can do it 1 of 2 ways. You can call the Recreation Office at (763) 572-3570 during business hours (M-F 8-4:30pm) to update your payment information or you can update it online in your account. The online instructions are listed below—they are very detailed, but the process is quite simple!

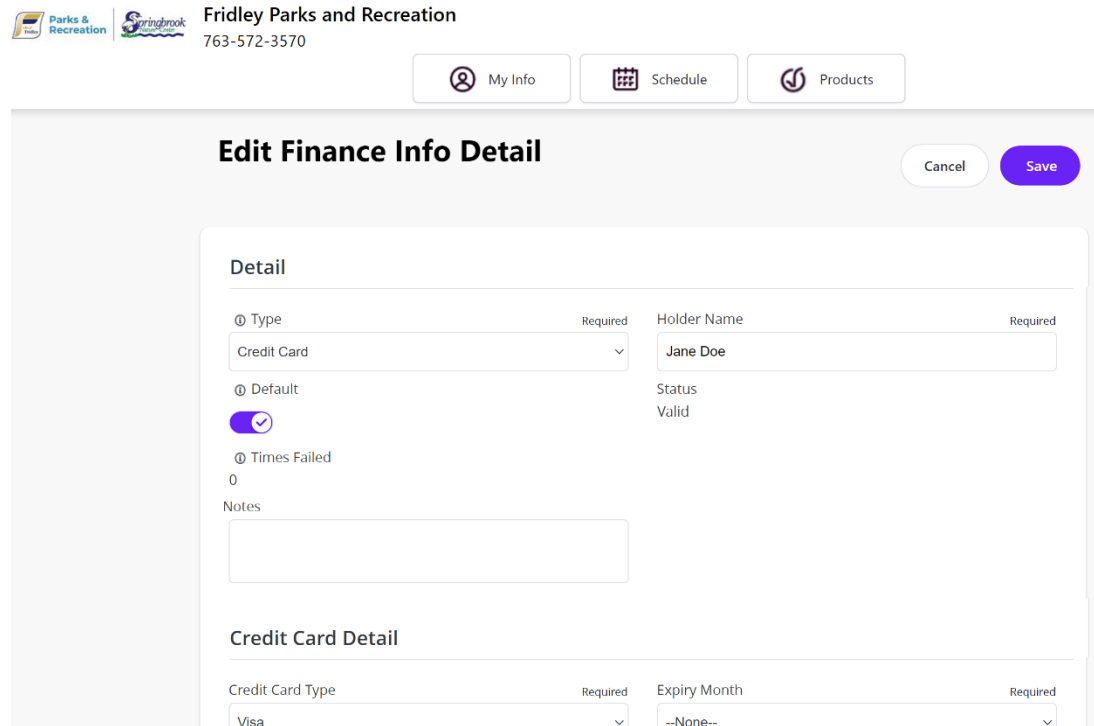
1. Log in to your Fridley recreation account. [Login here.](#)
2. Select “My info” at the top.
3. Scroll down to “Finance Info”
4. Click “New” next to the Finance info (see image below)



A screenshot of a web interface showing a table under the heading "Finance Info" with a "+ New" link. The table has seven columns: Holder Name, Type, Credit Card Type, Status, Share With Account, Expiration Date, and Default. One row is visible with the following data: Jane Doe, Credit Card, AMEX, Valid, an unchecked checkbox, 9/30/26, and a checked checkbox.

Holder Name	Type	Credit Card Type	Status	Share With Account	Expiration Date	Default
Jane Doe	Credit Card	AMEX	Valid	<input type="checkbox"/>	9/30/26	<input checked="" type="checkbox"/>

5. Enter new credit card information. Select default. **\*\*This is crucial that your payment info is set up as default\*\***
6. Save.



A screenshot of the "Edit Finance Info Detail" form. At the top left are logos for "Parks & Recreation" and "Springbrook" with the text "Fridley Parks and Recreation" and "763-572-3570". Navigation buttons for "My Info", "Schedule", and "Products" are present. The form title is "Edit Finance Info Detail" with "Cancel" and "Save" buttons. The form is divided into two sections: "Detail" and "Credit Card Detail".

**Detail Section:**

- Type: Credit Card (Required)
- Holder Name: Jane Doe (Required)
- Default:
- Status: Valid
- Times Failed: 0
- Notes: (Empty text area)

**Credit Card Detail Section:**

- Credit Card Type: Visa (Required)
- Expiry Month: --None-- (Required)

7. If applicable, please use this new card to pay any outstanding invoice owed.