



Step-by-Step Guide to Updating Your Existing Air Force Club Card

Step 1

Go to <u>http://www.</u> <u>memberplanet.com/</u> <u>account/usaf</u>. You will be directed to the Air Force Clubs page on MemberPlanet. Click on "Existing Member- I'm already in the Club" button.



By continuing you agree to our Terms of Service and Privacy Policy.

Step 2

Enter the e-mail address that is associated with your Air Force Club Account. If you don't know the e-mail address, just guess (and go to Step #3). If you are able to guess the correct email address, skip to Step #4



Account setup

Enter your information

With the information the USAF has provided us, we should be able to find your membership account with a just little information.

Email address

Not sure which email to enter? No problem - try one, and if it's not the one that's on file with USAF, you can try again if we can't find a match.

22fssmarketing@gmail.com

Step 3

If you don't know your e-mail address and you enter the wrong one, this screen will pop up. Enter the last 4 digits of your Chase Air Force Club Card, your last name, and your zipcode where indicated.

C L U B S CLUB MEMBERSON Account setup Enter your information We're sorry, but it looks like we weren't able to find a match. Please review the recommendations below to see if we can f information in a different w Try a different email address at's different from the one you entered. Please try a Email adress ess is not on the Submit If you aren't having luck finding your record using email address, please fill out the fields below Last 4 digits of your credit card note that this must be the last 4 digits of the card that you a rrently using to pay your membership due 2017 Last name Zip/postal code 1-67221

Step 4

Your account will pop up. EVEN IF IT SAYS YOU ARE PAID AND YOUR TOTAL IS \$0.00, you still need to add payment information. Enter your new credit card information, then click the "Pay Now" button. Don't worry-- if you have already paid for the month, it won't charge you again!



Continue

Step 5

Your account is updated! Your "Renewal Amount" will be the amount you pay in monthly dues. The "Renewal Date" will be the next date your dues will be automatically deducted.

Next step: Download the MemberPlanet App on your SmartPhone!

