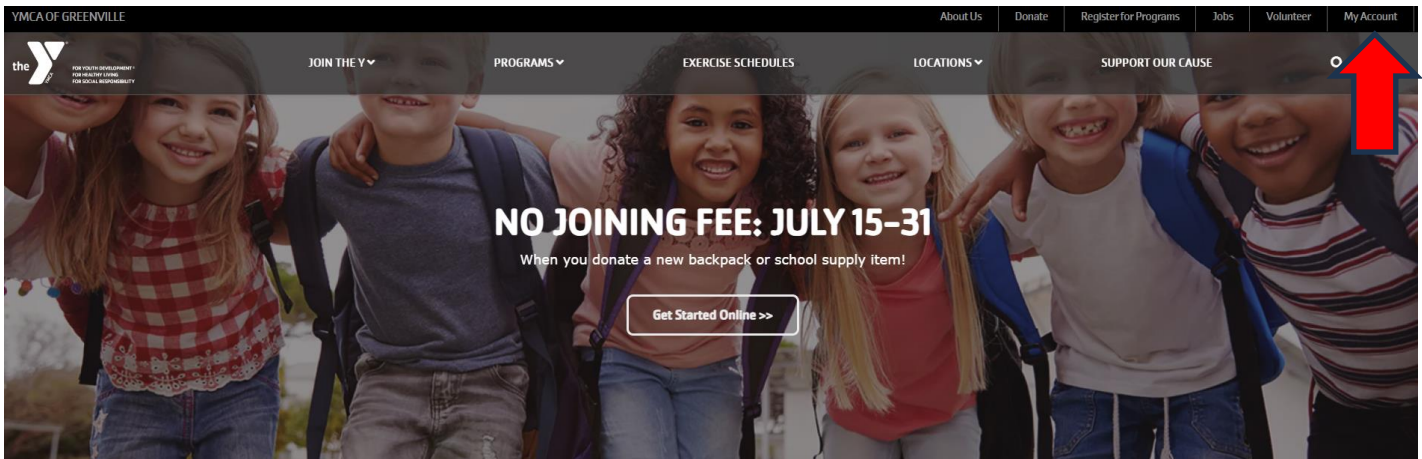


UPDATING YOUR ACCOUNT INFO

YMCA OF GREENVILLE

Adding an Authorized Pickup

1. Visit www.ymcagreenville.org and click “My Account” at the top right corner of the page.



2. From here, you can log into your account with your email and password. If this is your first time accessing our system, you can set up your account and create a password by clicking on “Sign Up”.



YMCA of Greenville

Guest

Programs | Login | Sign Up

Login or find your account

Not sure if you have an account? Enter your email or phone number to get started!

Email or Phone Number

SUBMIT

[Browse for Programs](#)



3. One you are signed into your Account, click "Add Authorized Pickup" to update, add or delete your authorized pick-up list. (Remember, only those listed on your authorized pick-up list will be allowed to pick up your child from our childcare programs.)

The screenshot shows the user dashboard for Ben Test. At the top left is the YMCA logo. The user's name "Ben Test" is displayed in the top left, and navigation links for "Dashboard", "Activities", and "Account" are in the top right. A greeting "Hey there, Ben!" is shown. Two buttons are visible: "ADD AUTHORIZED PICKUP" (highlighted in yellow) and "PAY MY BALANCE". Below the greeting is a profile card for Ben Test, including his name, "Active Adult (M)", address (27 Cleveland Street Greenville, SC 29601 US), phone number (864) 412-0288, and email childcare@ymcagreenville.org. To the right is a "Visits" section with a "VIEW ALL" link and a table showing check-in counts: "Never Last Check-in", "0 This Month", and "0 Last Month". Below this is an "Activities" section with a "For Me" dropdown and "ACTIVITIES CALENDAR" link. At the bottom are three cards for "Registrations", "Visits", and "Services", each with "VIEW ALL" and "NEW" buttons.

4. Select the child you are wanting to add an authorized pick up for in the drop down menu and click "Add Authorized Pickup".

The screenshot shows the "Authorized Pickups for Sarah Test" page. At the top left is the YMCA logo. The user's name "Ben Test" is in the top left, and navigation links for "Dashboard", "Activities", and "Account" are in the top right. The page title is "Authorized Pickups for Sarah Test". Below the title is a message: "The following people are authorized to drop off and pick up the selected child from programs, child care, and camp." To the right is a dropdown menu labeled "Child:" with "Sarah Test (16 yrs)" selected (highlighted in yellow). Below this is a light blue notification box that says "There are 0 authorized pickups for Sarah Test." At the bottom is a yellow "ADD AUTHORIZED PICKUP" button.

5. Fill in all the required fields for the authorized pickup person you are adding and click "Save".

Add Authorized Pickup for Sarah Test

Choose Pickup Add new pickup

First name *

Last name *

Date of Birth * Month DD YYYY

Address Line 1 *

Address Line 2

City *

State * --Select One--

Zip *

Country * United States

Email *

Phone *

Authorized to pick up

Sarah Test (16 yrs) Pickup is child's --Select Relationship--

Adding a Payment Method

1. Go to the Billing Section of the Dashboard of your online account. Click on "Add Payment Method."

Ben Test Dashboard Activities ▾ Account ▾

Hey there, Ben!

[ADD AUTHORIZED PICKUP](#) [PAY MY BALANCE](#)

Ben Test [EDIT PROFILE](#)

● Active Adult (M)
📍 Prisma Health Family YMCA
🏠 27 Cleveland Street Greenville, SC 29601
🇺🇸 US
📞 (864) 412-0288
✉ childcare@ymcagreenville.org

Visits [VIEW ALL](#)

Never Last Check-in	0 This Month	0 Last Month
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Activities For Me ▾ **ACTIVITIES CALENDAR**

Registrations [VIEW ALL](#) [NEW](#)

📌 There are no upcoming Registrations for this member.

Visits [VIEW ALL](#) [NEW](#)

📌 There are no upcoming Visits for this member.

Services [VIEW ALL](#)

📌 There are no upcoming Services for this member.

Membership **AUTHORIZED PICKUPS**

Short Term - Active Terminate on 12/31/2024

Gabe Test 2 months ● Active Youth (M)
Kate Test 2 years ● Active Youth (F)

Billing **HISTORY**

Credit \$0.00	Unscheduled \$0.00	Balance Due \$0.00
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[ADD PAYMENT METHOD](#)

Records **AGREEMENTS**

Monthly Membership Draft Agreement - Updated 2022	Agreement 7/19/2023
Membership Release and Waiver of Liability and	Agreement 7/19/2023

2. Add the Credit Card or Bank Account information for the new payment method and click Save. (Unselect the check box to set this card as default if you do NOT want to use this card for your membership draft.)

Add Payment Method ×

Credit Card Bank Account

Name on Card

Card Number

Expiration

Address

Zip Code

Settings Set as default
Used for Membership Drafts

- 3. Contact our Childcare Billing Department at 864.412.0288 or childcare@ymcagreenville.org to request to update your scheduled payments to your new payment method.**
- **Any changes to your auto-draft payment method must be made no later than Thursdays at Noon.**