

Follow these steps to switch your scheduled auto payment to an Electronic Check Payment (ECP) account.

1. Login to your account [here](#).
2. Under the **Payment and Order Management** section of your account, click on the **Change Auto-Charge Payments** option.

The screenshot shows the 'Account Options for Test Account' page. At the top, there is a navigation bar with 'Home', 'Activities', 'Reservations', 'Calendars', and 'Memberships'. Below this, the account details for 'Test Account' are displayed, including birth date (Jan 1, 1990) and address (1234 Street Road Manheim, PA 17545). A 'Balance' section shows a current balance of \$0.00. The 'Payment and Order Management' section is highlighted with a red box, containing options for 'Change Auto-Charge Payments', 'Saved Credit Cards / Electronic Checks', 'Account History', and 'Account Payment Details'. A 'Pay On Account' button is also visible.

3. Click the **Edit** link for the Membership auto renewal or Payment Plan you wish to update.

The screenshot shows the 'Change Auto-Charge Payments' page. It features a header with 'All charge types', 'All automatic payment status', and 'All payment types' filters. Below, there is a table of payment plans. The first row is for a 'Membership auto renewal' with a receipt number of 157069.002, issued on May 13, 2026, and an automatic payment status of 'Yes'. The payment type is 'Credit card' and the card is a VISA **** 5555. An 'Edit' link is highlighted with a red box.

4. Click the Electronic Check option, complete the required information, and click Save. Or if you have already added an ECP account, select it and click Save.

Payment information

Automatic charge method

* Required fields

Credit card Electronic check

* Required fields

Electronic check name

Account type *

Select one... ▾

Account number * ⓘ

Re-enter account number *

Routing number * ⓘ

Payment information

Automatic charge method

* Required fields

Credit card Electronic check

CHECKING **** 1234
Routing number **** 5555

Add a new electronic check

5. Repeat Steps 3-4 for all auto-charge payments you wish to update.