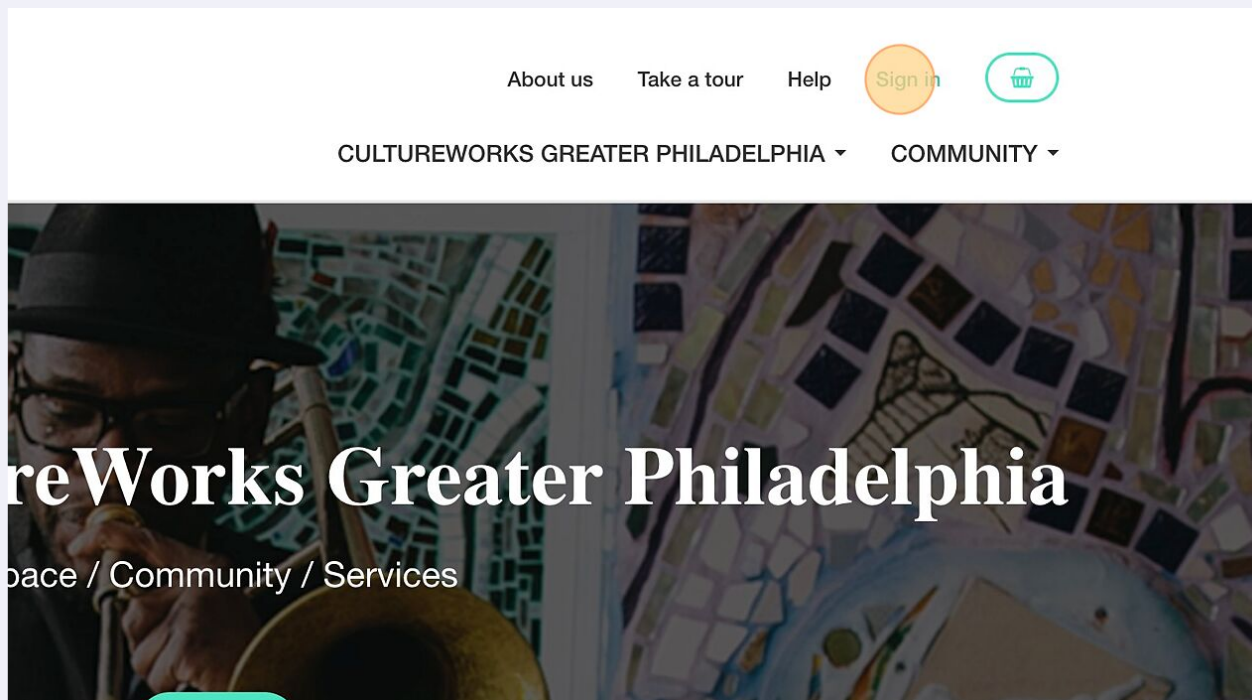# Updating payment details on Nexudus

1 Navigate to:
cultureworksphila.spaces.nexudus.com
or
spaces.nexudus.com

2 Click "Sign in"

3 Enter your email and password.

GREATER PHILADELPHIA

Sign in to CultureWorks Greater Philadelphia

Enter your email and password

Accounting@cultureworksphila.org 🔒

••••••••••

If you don't remember your current password: request a password reset email.

☐ Keep me logged in

Sign in

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4 Click "Keep me logged in" if you trust the device.

Sign in to CultureWorks Greater Philadelphia

Enter your email and password

Accounting@cultureworksphila.org

••••••••••

If you don't remember your current password: request a password reset email.

☐ Keep me logged in

Sign in

Request a tour

5 Click "Sign in"

Sign in to CultureWorks Greater Philadelphia

Enter your email and password

Accounting@cultureworksphila.org

••••••••••

If you don't remember your current password: request a password reset email.

☐ Keep me logged in

Sign in

Request a tour

6 Click "My account"

About us   Take a tour   Help   Log out   🛒   🔔   My account

CULTUREWORKS GREATER PHILADELPHIA ▾   COMMUNITY ▾

VIEW ALL

Payments   VIEW ALL

📅 Your next invoice will be issued on 04/12/2023

Invoice #	Due date	Amount	Status
INV-11115	03/13/2023	$1.00	✅ Paid

7 Click "Billing"

My account

Plans and benefits

- **My plans**
  My benefits
  Additional products

Billing

Metrics

My deliveries

My visitors

Your plan

Dummy 15 minutes plan $0.00 every 1 month

spoop

(✏ **Change this plan**)   Cancel subscription

The next charge of $0.00 will be placed on your card endir
charges to this invoice, like bookings or day passes you m

Benefits

8 Scroll down to "Credit/Debit Card Payments" where you can enter your card information. Please be sure to use information that matches the what you provided to your financial institution.

ments

Credit/Debit Card Payments

Heads up! The card we have on your file ends in "3011". You can use the form below to enter a new set of

First name

Johnny

Last name

Test

Card Number / Security Code

Expires

⌄   ⌄

Billing Address

9 Include your CVV code after entering your 16 digit card number (this information is hidden from our staff, except for the last 4 digits of the card number).

Credit/Debit Card Payments

yments

Heads up! The card we have on your file ends in "3011". You can use the form below to enter a new set of

First name

Johnny

Last name

Test

Card Number / Security Code

Expires

Billing Address

Not Available

10 Choose the Expiration date from the drop down list for the Month and Year that your card expires.

Plans and benefits

Billing

Invoices and payments

My next invoice

• Card payments

Metrics

My deliveries

My visitors

First name

Johnny

Card Number / Security Code

Expires

Billing Address

Not Available

City

Not Available

State

Not Availa

11 Enter the billing address for your debit/credit card.

Card Number / Security Code

Expires

Billing Address

Not Available

City

Not Available

State

Not Available

Zip / Postcode

Not Available

Country

United States

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12 After adding your card details and billing address, click "Update payment details" and you're done!

Invoices and payments

My next invoice

Card payments

:rics

deliveries

visitors

Not Available

Not Available

Zip / Postcode

Not Available

Country

United States

Heads up! By clicking "Update payment details", you authorize "CultureWorks Greater Phi bank account for any due invoices and, if necessary, credit your account to correct any err

Update payment details

> ⓘ If you have any questions about updating your payment details on Nexudus you can reach out to our Community Operations Coordinator, Cat Aboudara: caboudara@cultureworksphila.org