

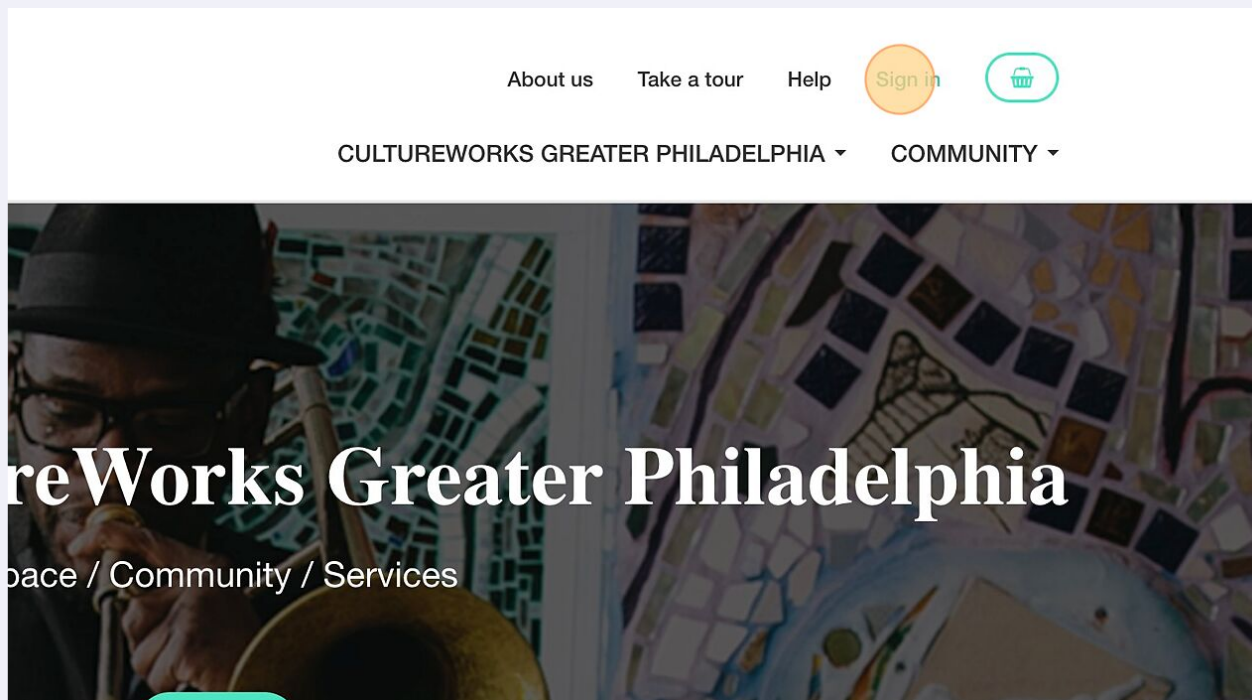
Updating payment details on Nexodus

1

Navigate to:
cultureworkspbila.spaces.nexodus.com
or
spaces.nexodus.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@cultureworkspbila.org

.....

If you don't remember your current password: [request a password reset email.](#)

Keep me logged in

Sign in

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

GREATER PHILADELPHIA

Sign in to CultureWorks Greater Philadelphia

Enter your email and password

Accounting@cultureworkspbila.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@cultureworkspbila.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

VIEW ALL

7 Click "Billing"

The screenshot shows a user account interface. On the left, a navigation menu includes 'My account', 'Plans and benefits', 'My plans', 'My benefits', 'Additional products', 'Billing' (highlighted with an orange circle), 'Metrics', 'My deliveries', and 'My visitors'. The main content area is titled 'Your plan' and displays 'Dummy 15 minutes plan \$0.00 every 1 month' with a 'spoop' label. Below this, there are two buttons: 'Change this plan' (highlighted with a green circle) and 'Cancel subscription'. A text block below the buttons states: 'The next charge of \$0.00 will be placed on your card ending charges to this invoice, like bookings or day passes you m'. At the bottom of the page, the word 'Benefits' is visible.

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.

The screenshot shows the 'Credit/Debit Card Payments' section of a user account. A warning message in a light blue box reads: 'Heads up! The card we have on your file ends in "3011". You can use the form below to enter a new set of'. Below the warning, there are several input fields: 'First name' (containing 'Johnny'), 'Last name' (containing 'Test'), 'Card Number / Security Code' (two empty input boxes), 'Expires' (two dropdown menus), and 'Billing Address' (partially visible at the bottom). A blue circle highlights the 'First name' input field.

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).

Payments

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
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 Available

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

ing	Card Number / Security Code	
Invoices and payments	<input type="text"/>	<input type="text"/>
My next invoice	Expires	
Card payments	<input type="text"/>	<input type="text"/>
etrics	Billing Address	
deliveries	<input type="text" value="Not Available"/>	
visitors	City	State
	<input type="text" value="Not Available"/>	<input type="text" value="Not Available"/>
	Zip / Postcode	Country
	<input type="text" value="Not Available"/>	<input type="text" value="United States"/>

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

Invoices and payments	<input type="text" value="Not Available"/>	<input type="text" value="Not Available"/>
My next invoice	Zip / Postcode	Country
Card payments	<input type="text" value="Not Available"/>	<input type="text" value="United States"/>
etrics	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	
deliveries	<input type="button" value="Update payment details"/>	
visitors		



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