

# Online Member Services



## ACCOUNT INFORMATION

Access your Health Zone account at any time; click on the *Account Information* icon to have access to a variety of account services



## ACCOUNT SUMMARY

View your contact information, membership basics, a list of family members on your account and a list of scheduled events and programs at Health Zone



## UPDATE CONTACT INFORMATION

Update basic account information such as your address, phone numbers and email



## UPDATE AUTOPAY PLAN

Update the monthly automatic payment; enter a new credit card and/or billing address on file in your account file



## MAKE A PAYMENT

To make a credit card payment online, follow these steps:

- enter the amount to pay;
- enter payment card or use the card already on file;
- use the billing address on file or enter an updated address to match the payment card;
- enter an email address to receive a payment confirmation notice; and
- click *Submit Payment* to finalize.



## ATTENDANCE REPORT

Track your Health Zone attendance and usage by selecting a date range whether it is weekly, monthly or yearly.



## STATEMENTS

To view previous Health Zone billing statements, select from the following:

- for the most recent months, simply select a billing date to access a printable billing statement; and
- for previous years, click on the year and a list of the billing months will appear.



## TRANSACTION LISTING

Create a report of Health Zone transactions which includes a current account balance and listing of charges:

- Create any report by changing the date(s); choose to include family members on your account or individual charges; remember to click Submit once you have selected your dates.
- Check *Include Details* for a description of all items listed; click *Print List* button.
- You also have the option to print an individual invoice by clicking on the blue invoice number on your list; click print preview or the print icon to print.



## RESERVATION REPORT

View a list of current appointments you have scheduled at Health Zone – this includes massage/ spa appointments, appointments for fitness testing, orientations, Pilates and racquetball classes and other classes programs you may have enrolled in. Similar to the Transaction Listing feature, choose your criteria and click *Show Report*.



## PACKAGES

If you have purchased a package for massage, AlterG, Z or Pilates Reformer, you can utilize this function to keep track of any active series packages or completed packages.

*The Health Zone Business Office staff is available to assist members with any questions about Online Member Services; please contact us at (918) 494-1660 from 8:30am – 4:30pm Monday through Friday or email at [hzone@saintfrancis.com](mailto:hzone@saintfrancis.com).*

