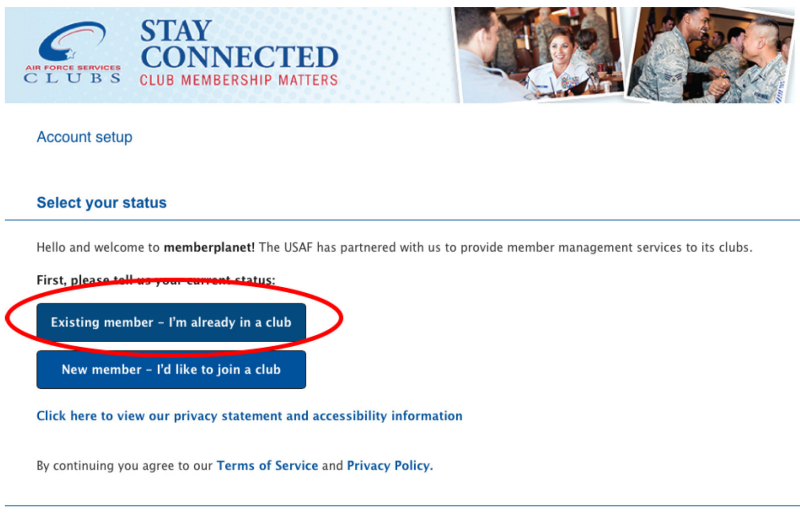
KIRTLAND AIR FORCE BASE
FORCE SUPPORT SQUADRON

AIR FORCE SERVICES CLUBS

Step-by-Step Guide to Updating Your Existing Air Force Club Card

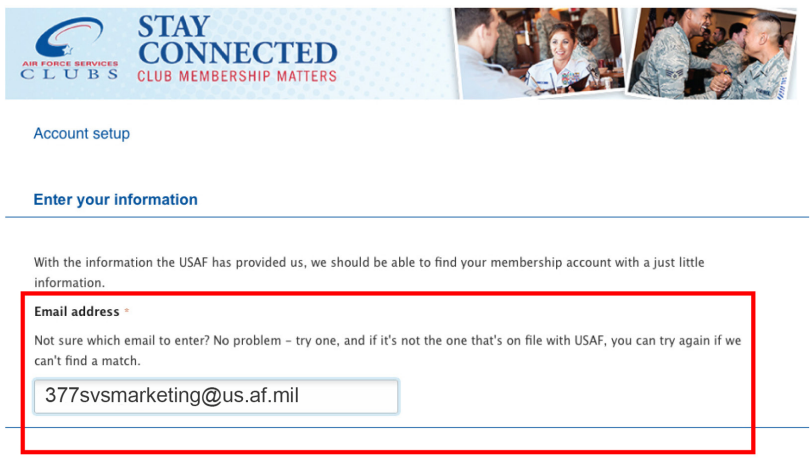
Step 1

Go to http://www.memberplanet.com/account/usaf. You will be directed to the Air Force Clubs page on MemberPlanet. Click on "Existing Member- I'm already in the Club" button.



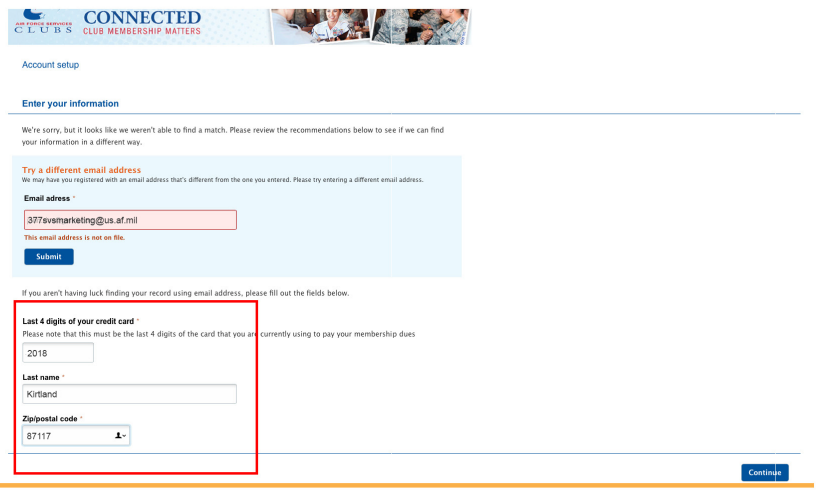
Step 2

Enter the e-mail address that is associated with your Air Force Club Account. If you don't know the e-mail address, just guess (and go to Step #3). If you are able to guess the correct email address, skip to Step #4



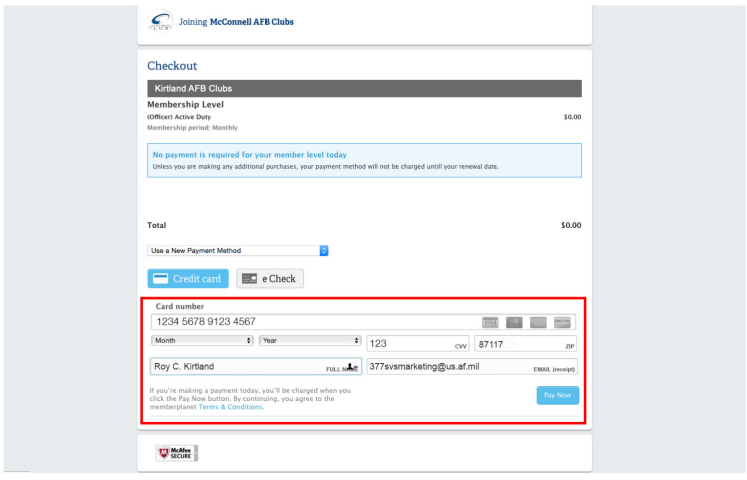
Step 3

If you don't know your e-mail address and you enter the wrong one, this screen will pop up. Enter the last 4 digits of your Chase Air Force Club Card, your last name, and your zipcode where indicated.

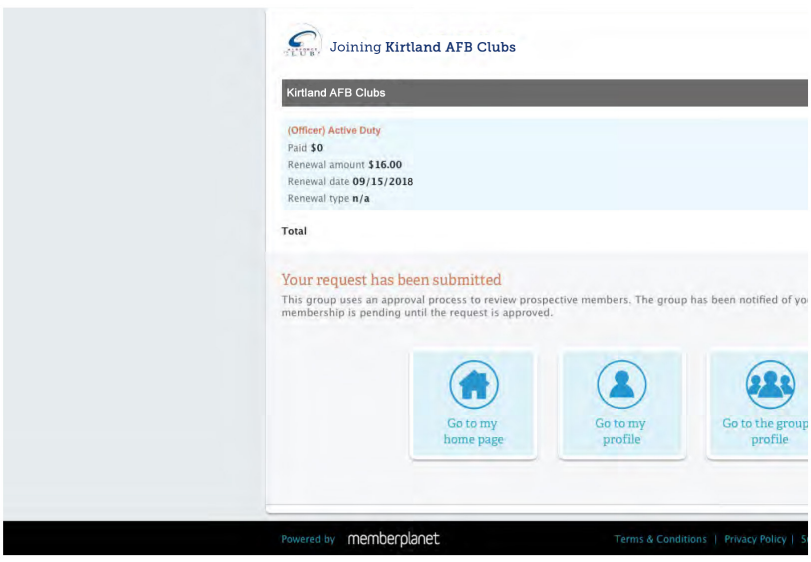


Step 4

Your account will pop up. **EVEN IF IT SAYS YOU ARE PAID AND YOUR TOTAL IS $0.00, you still need to add payment information**. Enter your new credit card information, then click the "Pay Now" button. Don't worry-- if you have already paid for the month, it won't charge you again!



Step 5

Your account is updated! Your "Renewal Amount" will be the amount you pay in monthly dues. The "Renewal Date" will be the next date your dues will be automatically deducted.

Next step: Download the MemberPlanet App on your SmartPhone!