

How to Use Your Account Options Page

There are many helpful functions you can utilize on your **Account Options** page.

The screenshot shows the Sourcepoint website's account options page. At the top, there is a navigation bar with 'Home', 'Programs', 'Calendars', 'Community Pass', and 'My Cart'. Below this is a breadcrumb trail 'Home > My account' and the 'ACTIVE network' logo. The main heading is 'Account Options for Test Customer'. On the left, there is a profile card for 'Test Customer' with a pencil icon and 'Edit' link, and fields for 'Birth date: Jan 1, 1963' and '23 Delaware, OH 43015'. Below the profile card are links for 'Password And Security Info' and 'Wavers'. To the right, there is a 'Balance' section with a table: 'Credit on account \$0.00', 'Current balance \$0.00', and 'Due now \$0.00', with a 'View credit details' link and a 'Pay On Account' button. Below the balance section is a 'Customer's family' section with a list of family members, including 'Test Customer' who is the 'Head of Household', with their birth date and role, and links to 'Manage Family Member' and 'View Family Members Schedule'. On the left side of the page, there are two expandable sections: 'Payment and Order Management' and 'Other Service'.

Examples of some of the information and functions you can access are below.

Edit your Personal Profile.

This image is a close-up of the profile section from the previous screenshot. It shows the profile card for 'Test Customer' with a pencil icon and the word 'Edit' next to it. A red arrow points to the 'Edit' text. Below the name are the birth date and address. At the bottom of the profile card are links for 'Password And Security Info' and 'Wavers'.

Click **Edit** to change profile information.

This image shows the 'Address information' form. At the top, there are three tabs: 'Personal information', 'Address information', and 'Contact information'. A red arrow points to the 'Address information' tab. The form is titled 'Address information' and has a note '* Required fields'. Under 'Residential address', there is a 'Street Address *' field with '23 Street' entered. Below this are two empty input fields. At the bottom, there are three fields: 'City *' with 'Delaware', 'State *' with a dropdown menu showing 'OH', and 'Zip Code *' with '43015'.

Click **Password and Security Info** to change your password.



Test Customer [Edit](#)

Birth date: Jan 1, 1963
23 Delaware, OH 43015

[Password And Security Info](#) [Waivers](#)

Email address [Edit](#)

Change password [Edit](#)

For security, we recommend you change your password regularly.
After saving your new password, you will be redirected to sign in again.

Security information [Edit](#)

Security question will help us verify your identity.

Under **Payment and Order Management**, Save your **Credit Cards** for a speedy checkout.

Payment and Order Management [^](#)

[Saved Credit Cards](#) [Transaction and Payment History](#)

[Account Payment Details](#) [Account Deposits List](#)

Under **Other Service**, you will locate and **Manage** your **Wish List**.

Other Service [^](#)

[Manage Wish List](#) [ComPASSes](#)

Check your **Balance** and **Pay On** your **Account**.

Balance

Credit on account	\$0.00
View credit details	
Current balance	\$0.00
Due now	\$0.00

[Pay On Account](#)

Under Customer's Family you can **Manage** your **Family Members** and **View** your **Schedule**.

- Customer's family
 - Test Customer
 - Head of Household
 - Birth date: Jan 1, 1963
 - Role: Family Member
 - [Manage Family Member](#)
 - [View Family Members Schedule](#)

My Family Members

Customer family + Add family member

Head of Household

Test Customer [Edit Information](#)

Birth date: Jan 1, 1963 Role: Family Member

Authorized Pickups: None

View or Print Schedule by week or month. (If using a smartphone, the month option is not available.)

View Family Members Schedule

[Print](#) [Add to calendar](#)

Family Members Schedule types Centers Rooms

Test Customer

< Mar 16 - 22, 2025 > Today Week Month

MON 2:30PM - 4:30PM [Programs](#)

17 Mar [Euchre -- 25734](#)

Customer: Test Customer Center: SourcePoint Facility: Radebaugh Room

View Family Members Schedule

[Print](#) [Add to calendar](#)

Family Members Schedule types Centers Rooms

Test Customer

< Mar 2025 > Today Week Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3 Test Customer 2:30PM - 4:30PM Euchre -- 25734	4	5	6	7	8
9	10 Test Customer 2:30PM - 4:30PM Euchre -- 25734	11	12	13	14	15