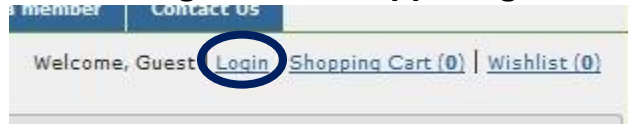


How to Change Your Contact Information

To change your billing address, phone number, or last name, follow these instructions.

1. Visit this link: <https://webtrac.cityofmadison.com/wbwsc/olbrich.wsc/>
2. At the top of the page, click “Login” on the upper right side.

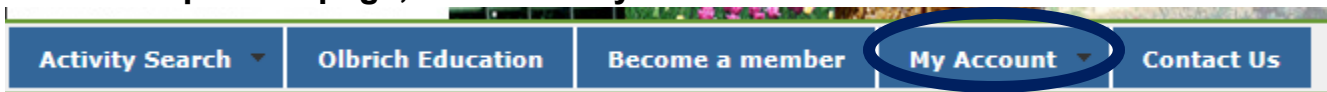


3. In the box that opens, enter your username and password.



A screenshot of a browser window titled '3.1 Olbrich WEB'. Inside the window is a 'WebTrac Login' form with two input fields: 'Username *' and 'Password *'.

4. At the top of the page, click the “My Account” tab.



5. Under “Update,” click “Household & Member.”



6. On the next page, you can change your name, billing address, phone numbers, and email addresses. Click “Save” to confirm the changes.
 - a. **Note:** If you need to change your membership status, contact the Education Registrar by emailing aschwoerer@cityofmadison.com or calling (608) 245-3648 so your class registration fees are accurate.
 - i. The membership and class registration programs do not speak to each other, so your membership status will not be automatically updated.

Ready to register for classes? <https://webtrac.cityofmadison.com/wbwsc/olbrich.wsc/>

Read the documents provided in our “How To” section to learn more about online class registrations, or contact the Education Registrar with additional questions by emailing aschwoerer@cityofmadison.com or calling (608) 245-3648.