## Setup AutoPay Using the AutoPay & Billing Tab

- 1. In the MIC, select Company on the left-hand side.
- 2. Select Billing and then select Autopay & Billing.
- 3. Information about your active Membership Fees & Dues will be displayed:
  - o Name
  - Frequency
  - Next Bill Date: This date is a reminder of the next invoice to be initiated.
    - If an item is assigned a payment profile, this will show the date of the month in which the invoice and payment will be initiated.
    - If an item is not assigned a payment profile, this is only a reminder of the month this fee should be billed, not a specified date.
  - Next Bill Amount
  - Billing Contact
  - Payment Profile: Will display the type and last 4 digits of the card/account number, and the expiration date if it is a card.
- 4. Select Add/Manage Payment Profiles to view Payment Profiles. Selecting Manage Autopay will also open the Payment Profiles to allow for editing.



5. Select the Payment Profile you'd like to use for Autopay and select Save Changes.

	Search		۹		Logged in as Mary West Diephouse Realty Account Settings V
	Home Dire	ectory Events	Resources	Reports News	Settings
Account Settings	Autopay And Billing	9			
Personal 🗏					Cancel Save Changes
Company	Membershin Fees &	Dues 💈			
Billing	Name	Frequency Next Bill Date	Next Bill Amount	Billing Contact	Payment Profile
Payment Profiles	Full Membership	Monthly Feb 2023	\$200.00	Sarah Samuels	v
Make a Payment					Visa:********4242-01/2024
Autopay & Billing					
<ul> <li>Transaction History</li> </ul>					
<ul> <li>Shopping Cart</li> </ul>					

6. The Autopay Details pop-up window will display and you will need to check the box to allow the Payment Profile to be used and select Submit. Your Payment Profile is now set up for Autopay.

	Search Q Logged in as Mary West Diphouse Realty Account Settings V
	Home Directory Events Resources Reports News Settings
Account Setting	s Autopay And Billing
Personal	Manage Autopay
Company	Mambarchin Fage & Duge 🛷
Billing	Autopay Details * Payment Profile
Payment Profiles	Full Membership for the amount of \$200.00 will be charged Monthly on the 15th of the month.
<ul> <li>Make a Payment</li> </ul>	By checking this box, I authorize Kalamazoo Area Chamber to process my account(s) based on my selection(s) shown above.
▶ Autopay & Billing	Cancel Submit
<ul> <li>Transaction History</li> </ul>	
<ul> <li>Shopping Cart</li> </ul>	

See Manage Autopay in the MIC for Your Members for more information.

<u>Click here</u> to see how to store a payment profile in the MIC.

- 1. In the MIC, click Account Settings in the upper right.
- 2. Click Billing.



3. In the left-hand navigation panel, click Payment Profiles.

ET. 1969	Search Q. Logged in as Authony Man Authony's on Main Account Settings V
CHANBER	Image: Home     Image: Levents     Image: Levents </th
Account Settings	Payment Profiles
Personal 🗮	My Payment Profiles
Company 🗮	Pay bills and checkout of your shopping cart quickly and securely. Create, delete and edit your payment profiles that will be options for payment methods with Kalamazoos Area Chamber.
Billing ***	Current Profiles
Payment Profiles	None Available
<ul> <li>Make a Payment</li> </ul>	Add a New Devenant Decilia
· Autopay & Billing	Add a New Payment Prolife
<ul> <li>Transaction History</li> </ul>	
<ul> <li>Shopping Cart</li> </ul>	

4. Click Add a New Payment Profile.

*Card Number: Notify Kalamazoo Area Chamber that I am interested i charges. Note: Once automatic payments are setup with dentify which profile is being charged.	Exp. Month: E 01 V n setting up automatic pay Kalamazoo Area Chamber	2027  v ments and select to use this profile for the result of the resul	e recurring	
Notify Kalamazoo Area Chamber that I am interested i charges. Note: Once automatic payments are setup with dentify which profile is being charged.	n setting up automatic pay Kalamazoo Area Chamber	2027  v ments and select to use this profile for the result of the resul	e recurring	
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charges. Note: Once automatic payments are setup with dentify which profile is being charged.	Kalamazoo Area Chamber	r keep this checkbox selected so that yo		
		, neep and one new conclusion of that ye	u can easily	
Company:				
Anthony's on Main				
First Name:	*Last Name:			
Anthony	Mane	Mane		
Street:				
5000 Portage Road				
Dity: State:		Zip:		
		10007		
Kalamazoo MI		49007		
Kalamazoo MI Country:		49007		
Kalamazoo MI Country: United States		49007	~	
Kalamazoo MI Country: United States Phone:	Email:	49007	~	
City: State:		Zip:		

- 5. The Credit Card radio button is enabled by default. Enter all required credit card information.
- 6. Click the checkbox to notify your chamber you wish to be set up for automatic payments.
- 7. Click Add Profile.

## Adding Bank Account for Autopay

1. When adding a bank account as a **Payment Profile**, your new bank account will be listed as **Un-verified** on the **Payment Profile** menu.



- 2. To verify the account, be sure to look for two small deposits in your bank account. Once these deposits have been made, you can return to the MIC to complete the verification of the account.
- 3. In the MIC, click Account Settings in the upper right.



- 4. Click Billing.
- 5. In the left-hand navigation panel, click Payment Profiles.



6. Click the un-verified bank account, to expand the details.

ayment Information		
Account Number:		
********9302		
Routing Number.		
Country:		
United States		3
Currency:		
United States Dollar		4
*Deposit Amount	*Deposit Amount	
I		

7. Enter the dollar value of the two deposits in the **\*Deposit Amount** text boxes.

$\oplus$	03/21/23	Growthzone/Chamb ACCTVERIFY ST-N2Y3V8X9R1F7 MICRONET INC	\$0.20
$\oplus$	03/21/23	Growthzone/Chamb ACCTVERIFY ST-M2I4M8F5E1C4 MICRONET INC	\$0.05

8. Click **Update Profile**. The bank account will now be available for use. <u>Click here</u> for a short video on verifying a bank account in the MIC.