

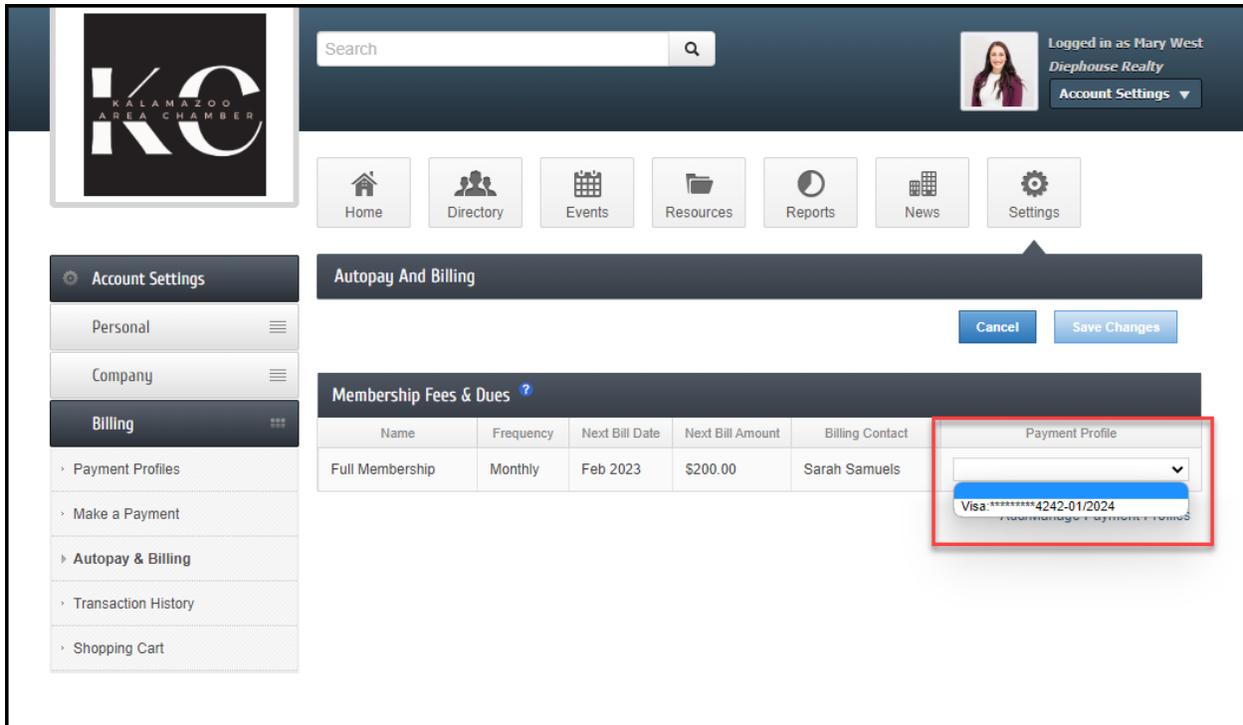
Setup AutoPay Using the AutoPay & Billing Tab

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
 - o Frequency
 - o 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.
 - o Next Bill Amount
 - o Billing Contact
 - o 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.

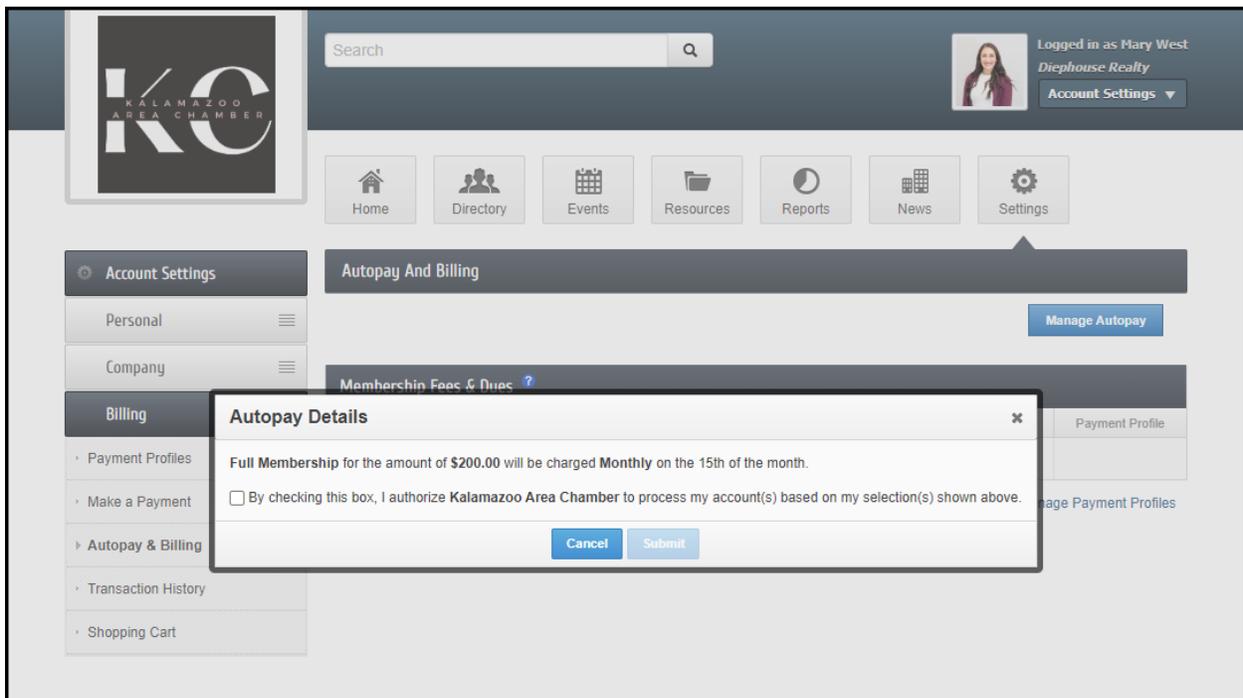
The screenshot shows the user interface of the Kalamazoo Area Chamber website. The top navigation bar includes a search bar, a user profile for Mary West (Diephouse Realty), and an Account Settings dropdown. Below this is a main navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left sidebar contains a menu with options like Account Settings, Personal, Company, Billing, Payment Profiles, Make a Payment, Autopay & Billing, Transaction History, and Shopping Cart. The main content area is titled 'Autopay And Billing' and features a 'Manage Autopay' button. Below this is a section for 'Membership Fees & Dues' with a table of active fees. The 'Add/Manage Payment Profiles' button is located at the bottom right of the table.

Name	Frequency	Next Bill Date	Next Bill Amount	Billing Contact	Payment Profile
Full Membership	Monthly	Feb 2023	\$200.00	Sarah Samuels	

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



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**.

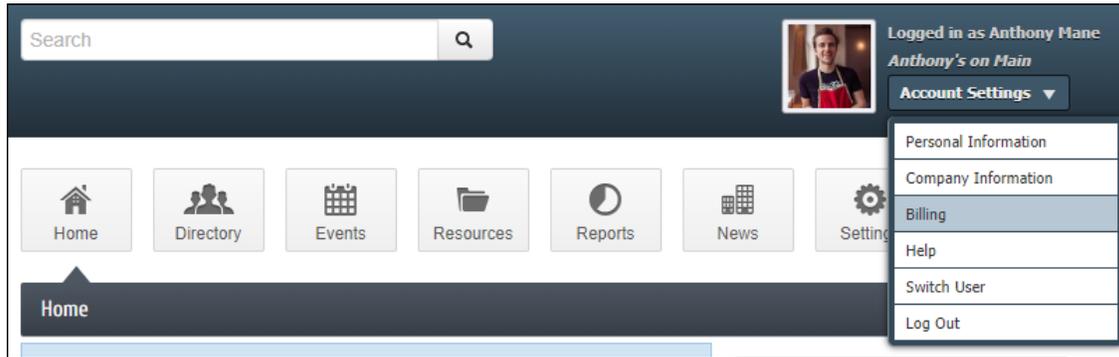


See [Manage Autopay in the MIC for Your Members](#) for more information.

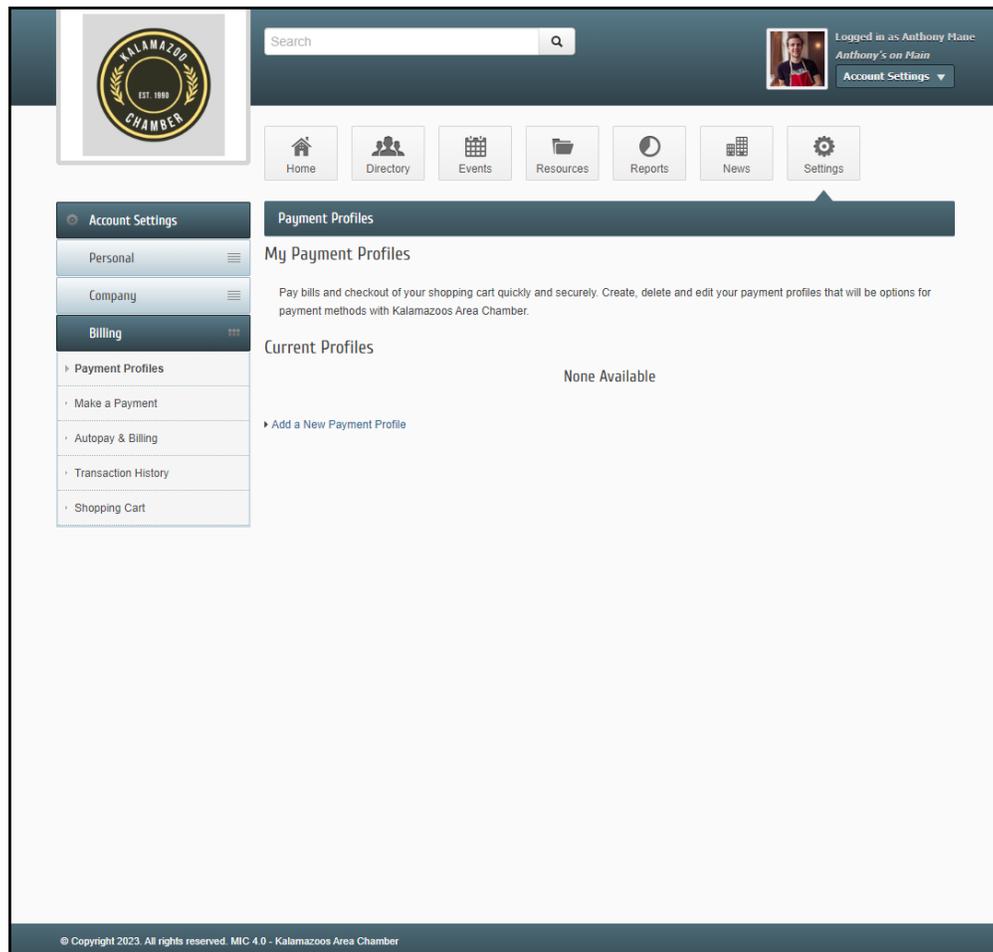
Adding Credit Card for Autopay

[Click here](#) 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**.



4. Click **Add a New Payment Profile**.

Payment Information

Credit Card **Bank Account**

*Card Number: Exp. Month: Exp. Year:

Notify Kalamazoo Area Chamber that I am interested in setting up automatic payments and select to use this profile for the recurring charges. **Note:** Once automatic payments are setup with Kalamazoo Area Chamber, keep this checkbox selected so that you can easily identify which profile is being charged.

Company:

*First Name: *Last Name:

Street:

City: State: Zip:

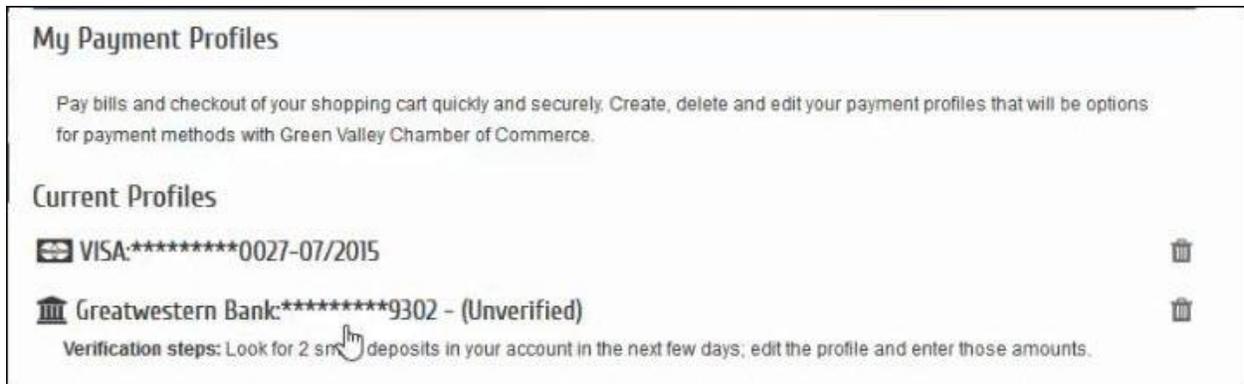
Country:

Phone: Email:

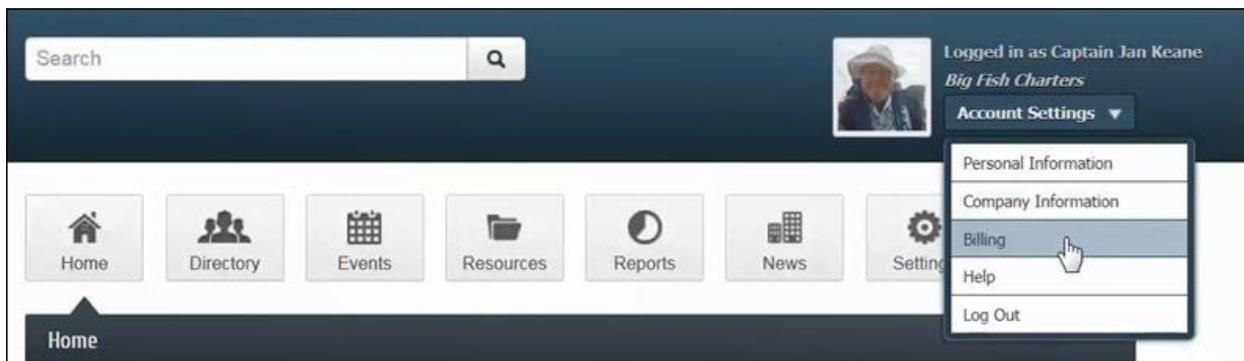
5. The **Credit Card** radio button is enabled by default. Enter all required credit card information.
6. Click the checkbox to notify your chamber you wish to be set up for automatic payments.
7. Click **Add Profile**.

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**.

