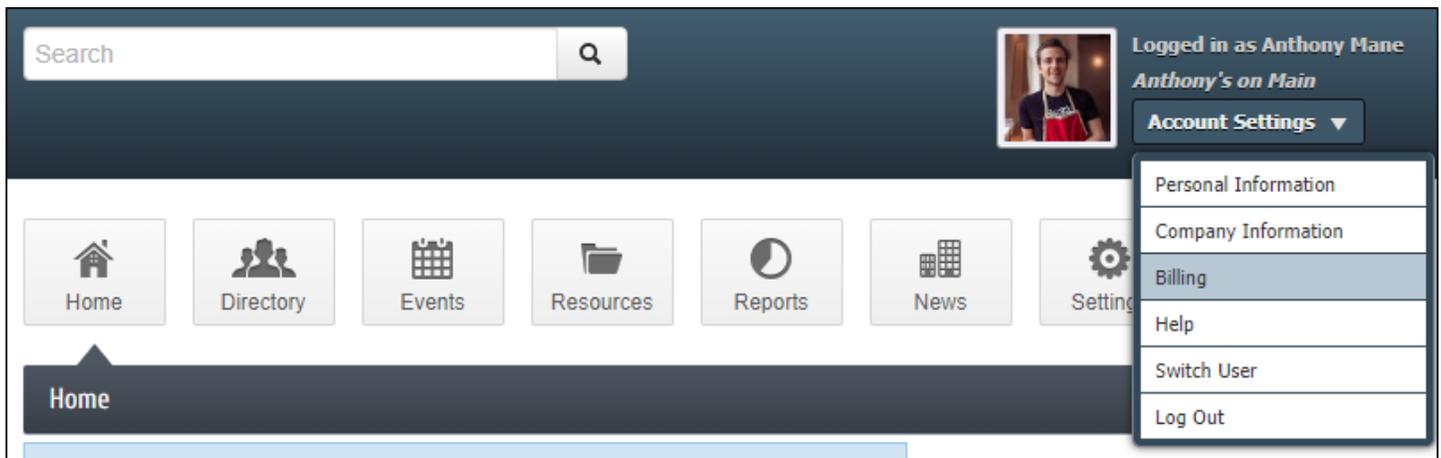
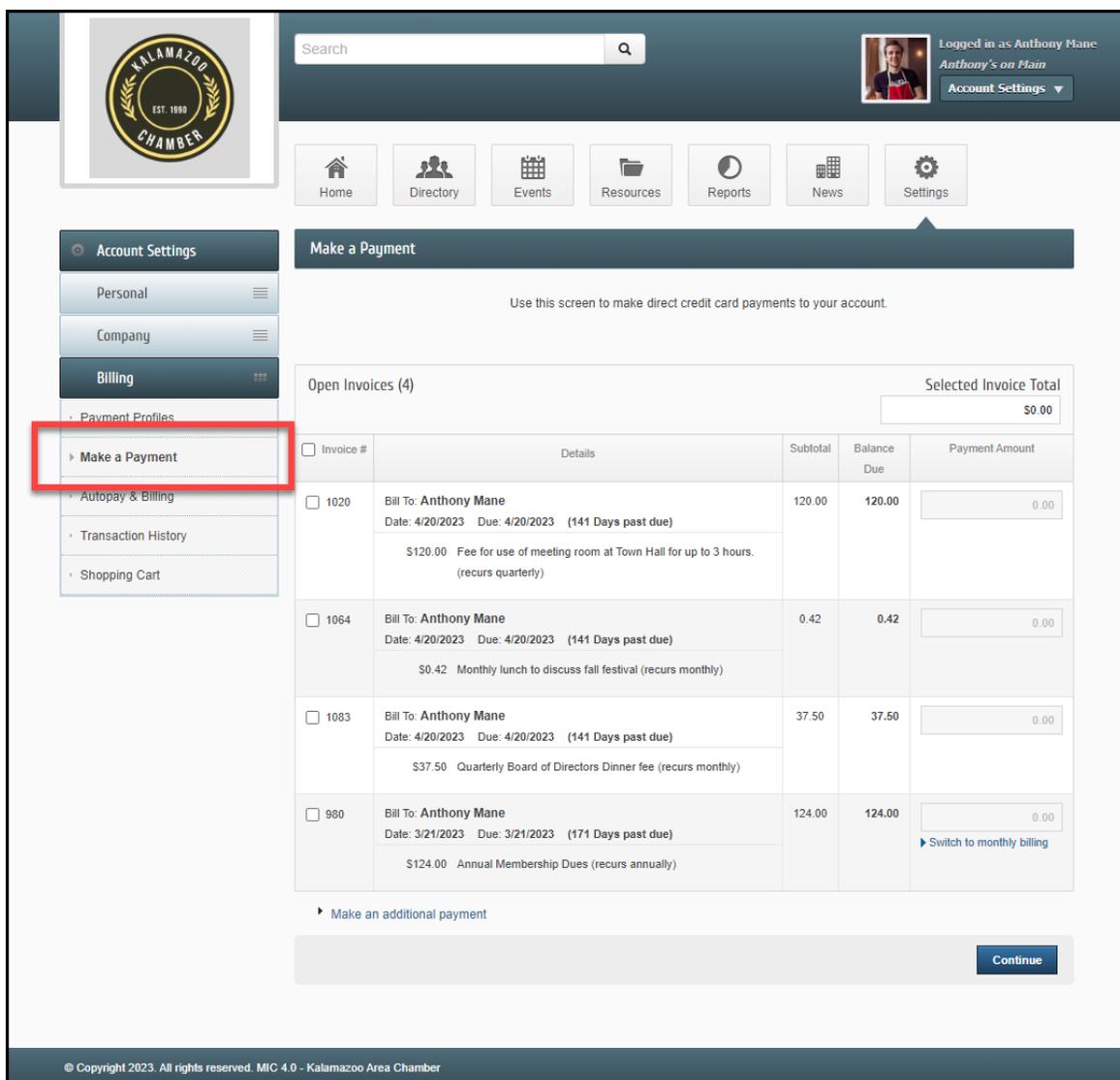


Switch from Annual to Monthly Billing for Your Members

1. Login to the MIC.
2. Select **Billing** in the Account Settings menu.



3. Select **Make a Payment** from the **Billing** menu on the left-hand side.



4. Select an open invoice that has an annual frequency, like your membership dues.

The screenshot shows the Kalamazoo Chamber account interface. At the top left is the Kalamazoo Chamber logo (EST. 1890). The top right shows the user is logged in as Anthony Mane, with a profile picture and an 'Account Settings' dropdown menu. Below the logo is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left is a sidebar menu with 'Account Settings' expanded, showing options for Personal, Company, and Billing. The main content area is titled 'Make a Payment' and includes a sub-header: 'Use this screen to make direct credit card payments to your account.' Below this is a table of 'Open Invoices (4)'. The table has columns for Invoice #, Details, Subtotal, Balance Due, and Payment Amount. A 'Selected Invoice Total' box shows \$124.00. The invoice table contains four rows, with the last row (Invoice # 980) highlighted with a red border. This invoice is for 'Annual Membership Dues (recurs annually)' with a subtotal and balance due of 124.00. A checkbox next to the invoice number is checked. A link 'Switch to monthly billing' is visible next to the payment amount field for this invoice. Below the table is a 'Make an additional payment' link and a 'Continue' button.

Invoice #	Details	Subtotal	Balance Due	Payment Amount
<input type="checkbox"/> 1020	Bill To: Anthony Mane Date: 4/20/2023 Due: 4/20/2023 (141 Days past due) \$120.00 Fee for use of meeting room at Town Hall for up to 3 hours. (recurs quarterly)	120.00	120.00	<input type="text" value="0.00"/>
<input type="checkbox"/> 1064	Bill To: Anthony Mane Date: 4/20/2023 Due: 4/20/2023 (141 Days past due) \$0.42 Monthly lunch to discuss fall festival (recurs monthly)	0.42	0.42	<input type="text" value="0.00"/>
<input type="checkbox"/> 1083	Bill To: Anthony Mane Date: 4/20/2023 Due: 4/20/2023 (141 Days past due) \$37.50 Quarterly Board of Directors Dinner fee (recurs monthly)	37.50	37.50	<input type="text" value="0.00"/>
<input checked="" type="checkbox"/> 980	Bill To: Anthony Mane Date: 3/21/2023 Due: 3/21/2023 (171 Days past due) \$124.00 Annual Membership Dues (recurs annually)	124.00	124.00	<input type="text" value="124.00"/> Switch to monthly billing

[Make an additional payment](#)

[Continue](#)

5. Under the **Payment Amount** will be a link to **Switch to monthly billing**. If this option is selected, the invoice total will be updated to the monthly amount.

The screenshot displays the 'Make a Payment' interface for the Kalamazoo Area Chamber. The user is logged in as Anthony Mane. The page features a navigation menu on the left with 'Billing' selected, and a main content area with a table of open invoices. The total amount due is \$10.33. The selected invoice (980) is highlighted, and a red box highlights the 'Switch to annual billing' link in the 'Payment Amount' column.

Open Invoices (4)				Selected Invoice Total
				\$10.33
<input type="checkbox"/> Invoice #	Details	Subtotal	Balance Due	Payment Amount
<input type="checkbox"/> 1020	Bill To: Anthony Mane Date: 4/20/2023 Due: 4/20/2023 (141 Days past due) \$120.00 Fee for use of meeting room at Town Hall for up to 3 hours. (recurs quarterly)	120.00	120.00	0.00
<input type="checkbox"/> 1064	Bill To: Anthony Mane Date: 4/20/2023 Due: 4/20/2023 (141 Days past due) \$0.42 Monthly lunch to discuss fall festival (recurs monthly)	0.42	0.42	0.00
<input type="checkbox"/> 1083	Bill To: Anthony Mane Date: 4/20/2023 Due: 4/20/2023 (141 Days past due) \$37.50 Quarterly Board of Directors Dinner fee (recurs monthly)	37.50	37.50	0.00
<input checked="" type="checkbox"/> 980	Bill To: Anthony Mane Date: 3/21/2023 Due: 3/21/2023 (171 Days past due) \$10.33 Annual Membership Dues (recurs monthly)	10.33	124.00	10.33 Switch to annual billing

[Make an additional payment](#)

[Continue](#)

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6. Select **Continue** to proceed with the checkout process using a stored Payment Profile or by entering new payment information.