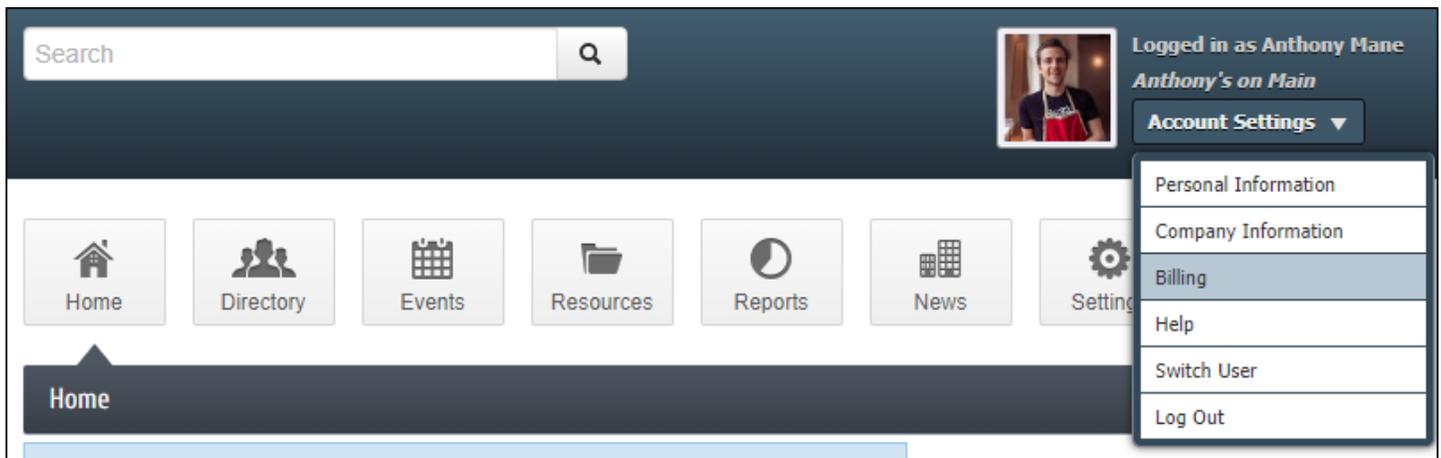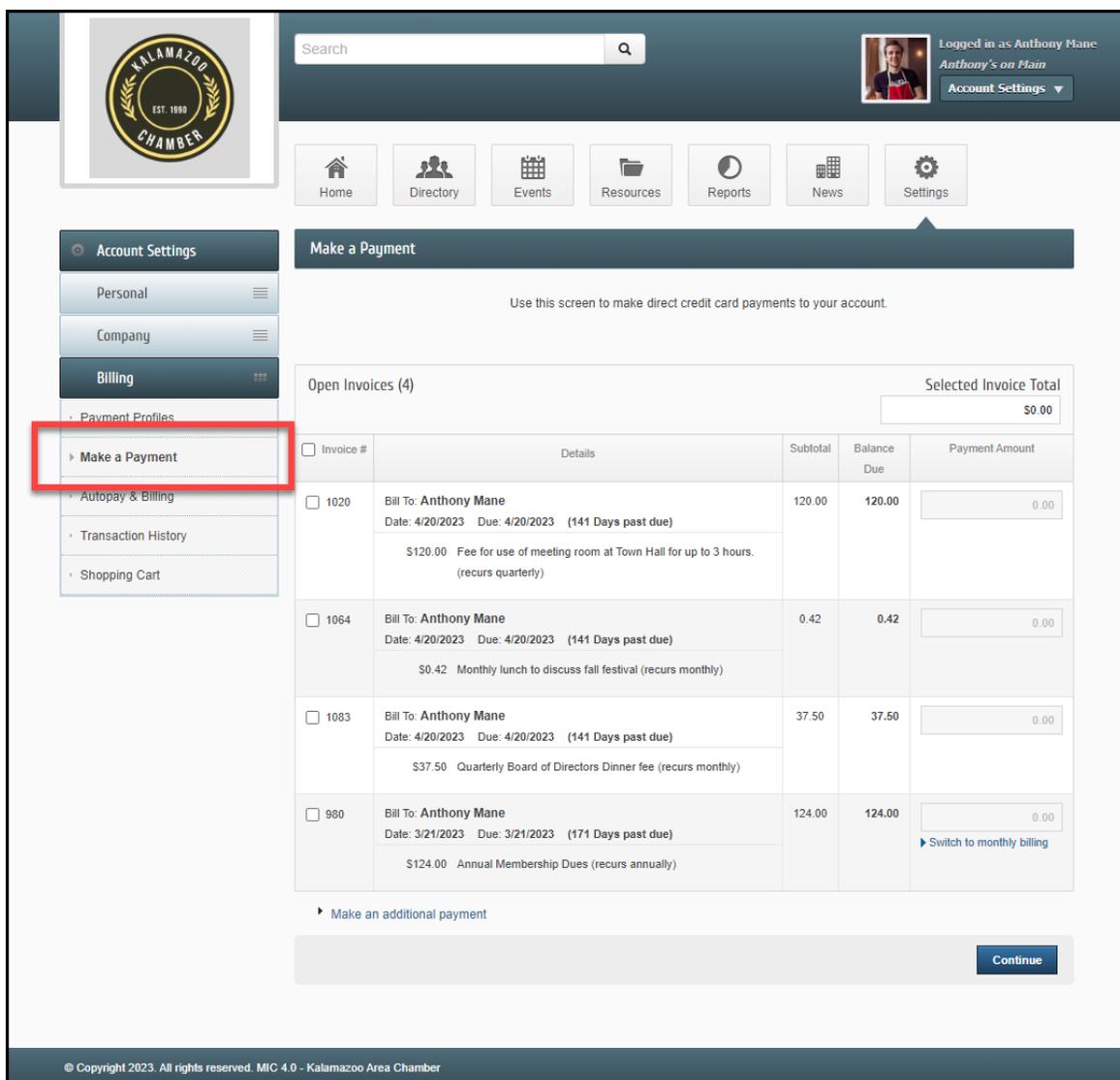# Switch from Annual to Monthly Billing for Your Members

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.

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.

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