

Autopay for Your Members

Select Payment Profile for Autopay

Click [here](#) for a short video on setting yourself up for Autopay within the MIC.

1. In the **MIC**, select **Company** on the left-hand side.
2. Select **Billing** and then select **Autopay & Billing**.

The screenshot displays the Green Valley Chamber of Commerce Member Information Center (MIC) interface. The top navigation bar includes a search bar, a shopping cart icon with '2 Item(s)', and an 'Account Settings' dropdown. Below the navigation bar are icons for Home, Directory, Events, Resources, News, and Settings. The left sidebar menu is expanded to show 'Account Settings' with sub-items: Personal, Company (marked with a red '1'), Billing (marked with a red '2'), Payment Profiles, Make a Payment, Autopay & Billing (marked with a red '3'), 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 containing the following data:

Name	Frequency	Next Bill Date	Next Bill Amount	Billing Contact	Payment Profile
Gold Membership	Annually	Jan 2023	\$600.00	Billing Contact Name	
Enhanced Listing	Annually	15 Sep 2023	\$35.00	Billing Contact Name	Visa:*****4242-01/2032

An 'Add/Manage Payment Profiles' link is located at the bottom right of the table.

3. Information about your active Membership Fees & Dues will be displayed:
 - **Name**
 - **Frequency**
 - **Next Bill Date:** This date is a reminder of when 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 add a **Payment Profile** to be used for Autopay. Selecting **Manage Autopay** will also open the **Payment Profiles**.

The screenshot shows the Green Valley Chamber of Commerce website interface. The top navigation bar includes a search bar, a shopping cart icon with '2 Item(s)', and an 'Account Settings' dropdown. Below the navigation bar are icons for Home, Directory, Events, Resources, News, and Settings. The left sidebar contains 'Account Settings' with sub-items: 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 highlighted with a red box and a red arrow. Below this is a 'Membership Fees & Dues' table with columns: Name, Frequency, Next Bill Date, Next Bill Amount, Billing Contact, and Payment Profile. The table lists 'Gold Membership' and 'Enhanced Listing'. A link 'Add/Manage Payment Profiles' is located at the bottom right of the table.

Name	Frequency	Next Bill Date	Next Bill Amount	Billing Contact	Payment Profile
Gold Membership	Annually	Jan 2023	\$600.00	Billing Contact Name	
Enhanced Listing	Annually	15 Sep 2023	\$35.00	Billing Contact Name	Visa:*****4242-01/2032

5. Once a **Payment Profile** has been added, select **Save Changes**.

The screenshot shows the Green Valley Chamber of Commerce website interface, similar to the previous one. The top navigation bar and sidebar are the same. The main content area is titled 'Autopay And Billing' and features a 'Cancel' button and a 'Save Changes' button. Below this is a 'Membership Fees & Dues' table with columns: Name, Frequency, Next Bill Date, Next Bill Amount, Billing Contact, and Payment Profile. The table lists 'Gold Membership' and 'Enhanced Listing'. A dropdown menu is open for the 'Payment Profile' column of the 'Enhanced Listing' row, showing three options: 'Visa:*****4242-01/2025', 'Visa:*****4242-01/2024', and 'Visa:*****4242-01/2032'. The 'Save Changes' button is highlighted with a red box.

Name	Frequency	Next Bill Date	Next Bill Amount	Billing Contact	Payment Profile
Gold Membership	Annually	12 Jan 2024	\$600.00	Jaimi Peterson	
Enhanced Listing	Annually	Sep 2023	\$35.00	Jaimi Peterson	Visa:*****4242-01/2032