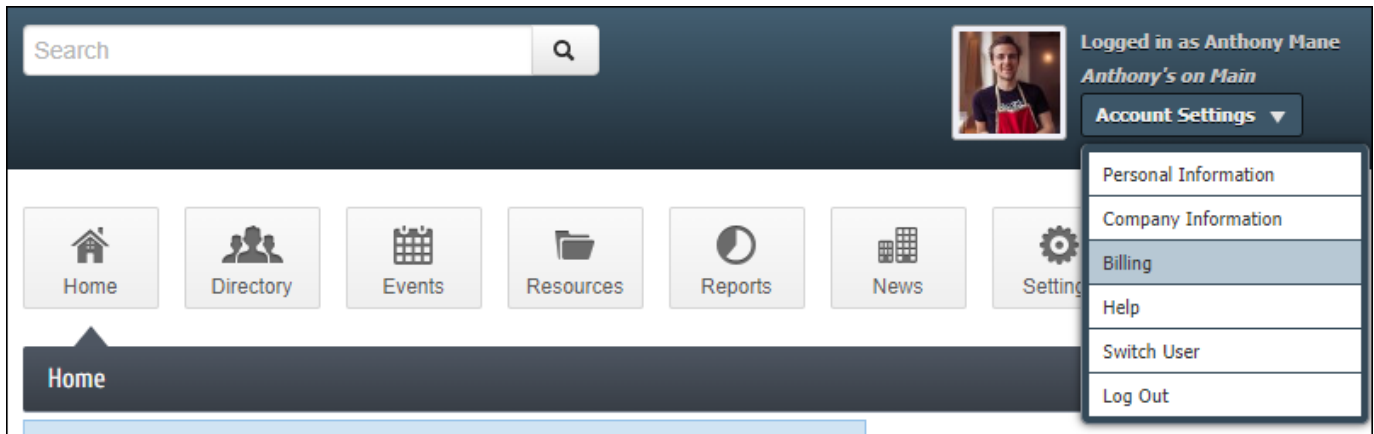


Autopay for Your Members

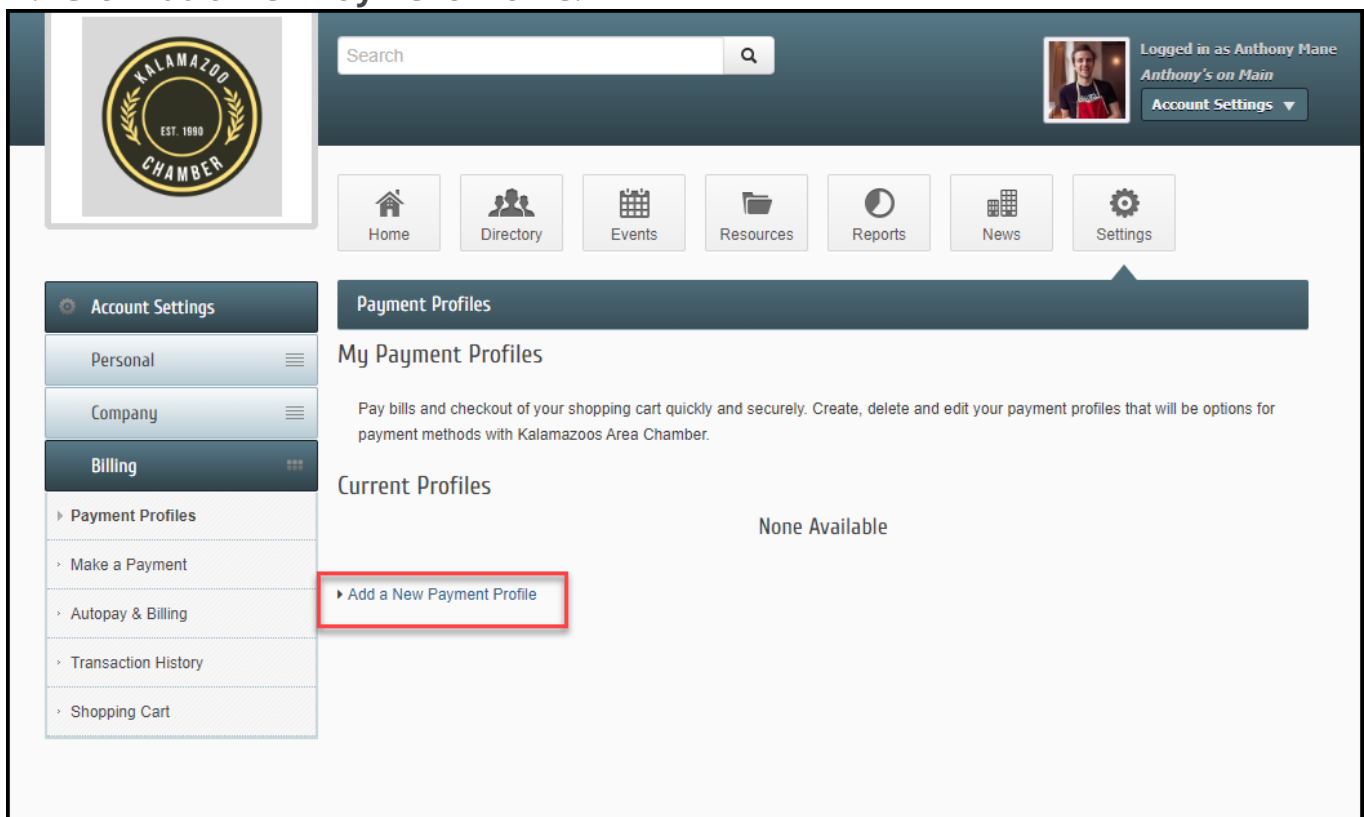
Storing Credit Card in the MIC

[Click here](#) to see how to store a payment profile in the **Member Information Center (MIC)**.

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



3. In the left-hand navigation panel, click **Payment Profiles**.
4. Click **Add a New Payment Profile**.



5. The **Credit Card** radio button is enabled by default. Enter all required credit card information.

6. Click **Add Profile**.

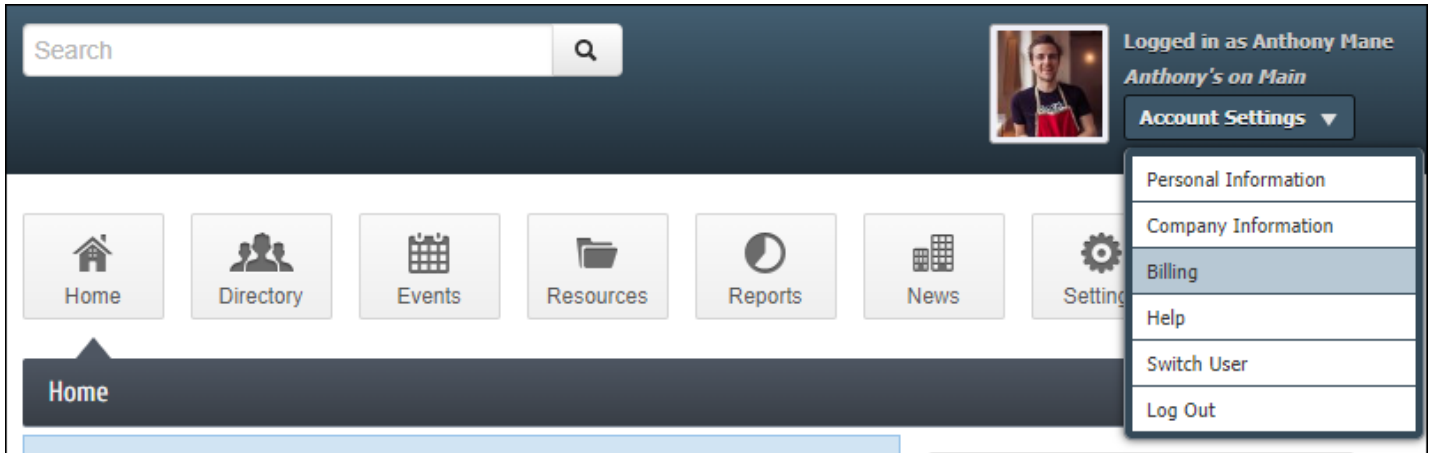
The screenshot shows the Kalamazoo Area Chamber website interface. At the top left is the chamber's logo. A search bar is located at the top center. On the top right, the user is logged in as Anthony Mane, with a profile picture and an 'Account Settings' dropdown menu. Below the search bar is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a sidebar menu under 'Account Settings' with options for Personal, Company, Billing, Payment Profiles, Make a Payment, Autopay & Billing, Transaction History, and Shopping Cart. The main content area is titled 'Payment Profiles' and includes a sub-section 'My Payment Profiles' with a brief description. Below this, it shows 'Current Profiles' as 'None Available' and a link to 'Add a New Payment Profile'. The 'Payment Information' section contains radio buttons for 'Credit Card' (selected) and 'Bank Account'. It includes fields for Card Number, Exp. Month (01), Exp. Year (2024), and CSC. Below these are fields for Company (Anthony's on Main), First Name (Anthony), Last Name (Mane), Street (5000 Portage Road), City (Kalamazoo), State (MI), Zip (49007), Country (United States), Phone ((987) 654-3210), and Email (anthony@mailinator.com). An 'Add Profile' button is located at the bottom of the form.

© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber

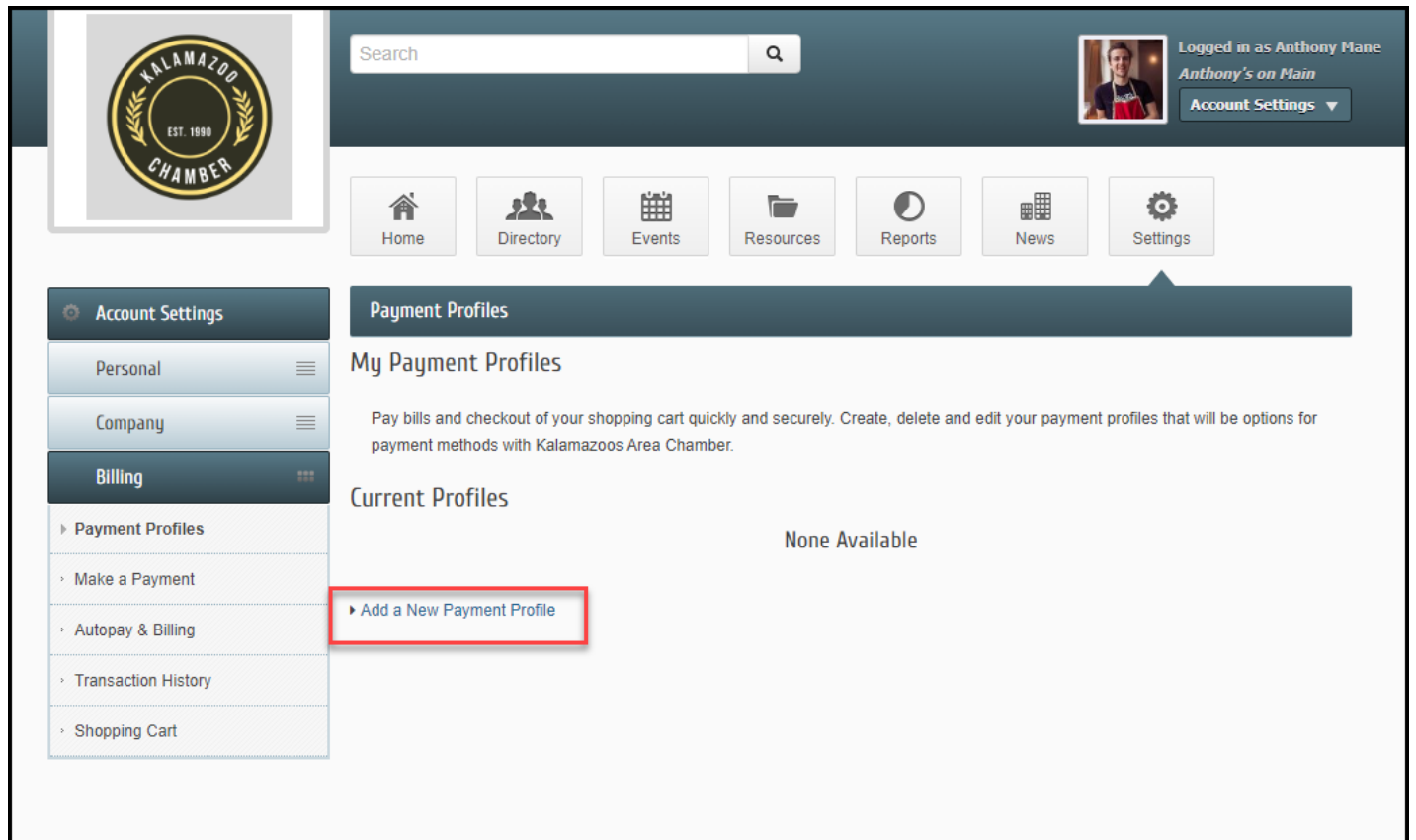
Storing Bank Account in the MIC

[Click here to see how to store and verify a bank account in the MIC to use later.](#)

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**.



5. Click the **Bank Account** radio button.

The screenshot shows the 'Payment Profiles' section of the Kalamazoo Area Chamber website. The user is logged in as Anthony Mane. The page has a sidebar with 'Account Settings' expanded to 'Billing', where 'Payment Profiles' is selected. The main content area is titled 'My Payment Profiles' and includes a description, a 'Current Profiles' section (currently empty), and a 'Payment Information' form. The 'Bank Account' radio button is highlighted with a red box. The form fields are: Account Number, Routing Number, Country (United States), Currency (United States Dollar), Company (Anthony's on Main), First Name (Anthony), Last Name (Mane), Street (5000 Portage Road), City (Kalamazoo), State (MI), Zip (49007), Country (United States), Phone ((987) 654-3210), and Email (anthony@mailinator.com). An 'Add Profile' button is at the bottom.

7. Complete the form with all the required fields.

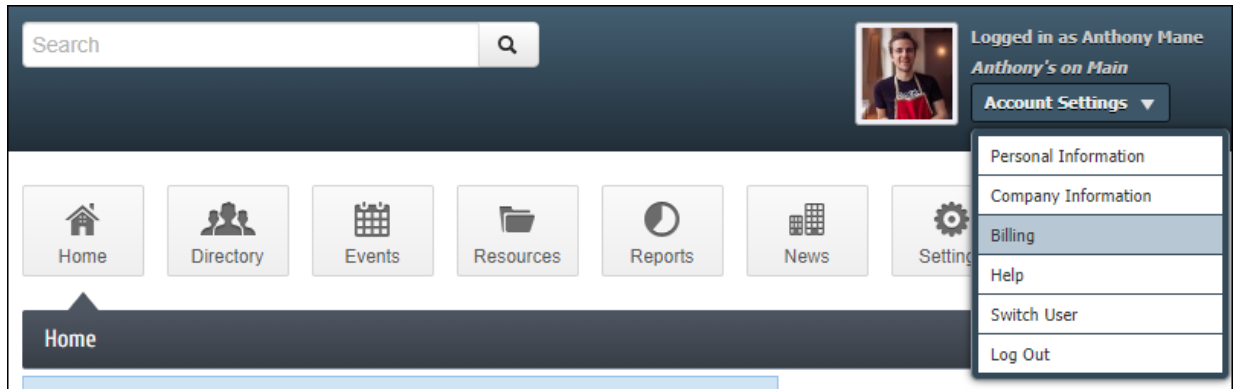
8. Click the **Add Profile** button. The new bank account will be listed as **Un-verified on the payment profiles screen.**

The screenshot shows the 'My Payment Profiles' screen. It includes a description: '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 Green Valley Chamber of Commerce.' Under 'Current Profiles', there are two entries: 'VISA:*****0027-07/2027' and 'Greatwestern Bank:*****9302 - (Unverified)'. Each entry has a trash icon to its right. A note at the bottom states: 'Verification steps: Look for 2 small deposits in your account in the next few days; edit the profile and enter those amounts.'

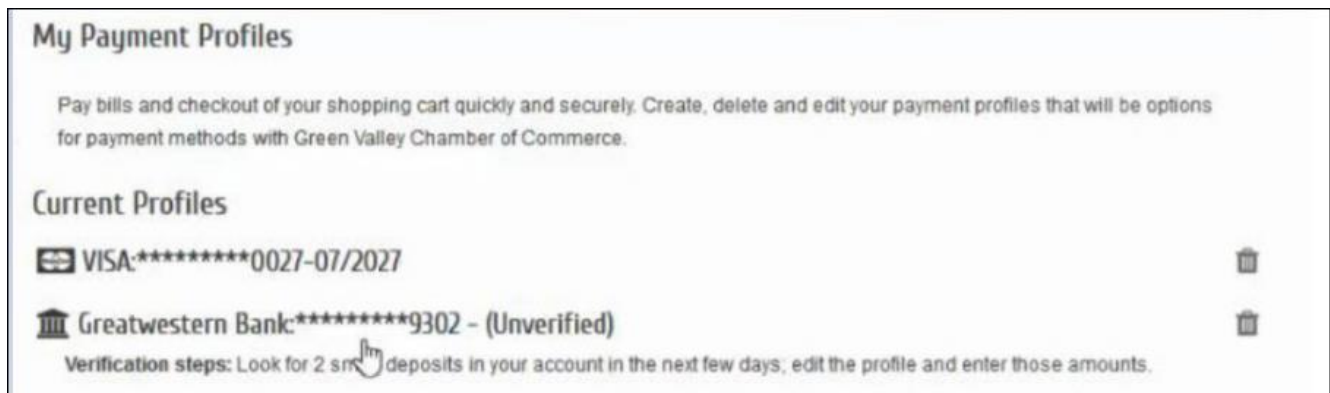
Complete Bank Account Verification

To verify your bank account, look for two small deposits in the account. Once these deposits have been made, return to the MIC to complete the verification of the account.

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



3. In the left-hand navigation panel, click **Payment Profiles**. Click the un-verified bank account, to expand the details.



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

A screenshot of a "Payment Information" form. It contains several input fields: "Account Number:" with the value "*****9302", "Routing Number:" (empty), "Country:" with a dropdown menu showing "United States", and "Currency:" with a dropdown menu showing "United States Dollar". At the bottom, there are two side-by-side text boxes labeled "*Deposit Amount:".

5. Click **Update Profile**. The bank account will now be available for use.

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 shows the Green Valley Chamber of Commerce MIC interface. The left sidebar has 'Company' (1) and 'Billing' (2) highlighted. The main content area shows 'Autopay And Billing' with a 'Manage Autopay' button. Below this is a table titled 'Membership Fees & Dues' with 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

There is an 'Add/Manage Payment Profiles' link 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**.

GREEN VALLEY Chamber of Commerce

Search [] 2 Item(s) Account Settings

Home Directory Events Resources News Settings

Account Settings

- Personal
- Company
- Billing**
 - Payment Profiles
 - Make a Payment
 - Autopay & Billing**
 - Transaction History
 - Shopping Cart

Autopay And Billing Manage Autopay

Membership Fees & Dues

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

Add/Manage Payment Profiles

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

GREEN VALLEY Chamber of Commerce

Search [] 2 Item(s) Account Settings

Home Directory Events Resources Reports News Settings

Account Settings

- Personal
- Company
- Billing**
 - Payment Profiles
 - Make a Payment
 - Autopay & Billing**
 - Transaction History
 - Shopping Cart

Autopay And Billing Cancel Save Changes

Membership Fees & Dues

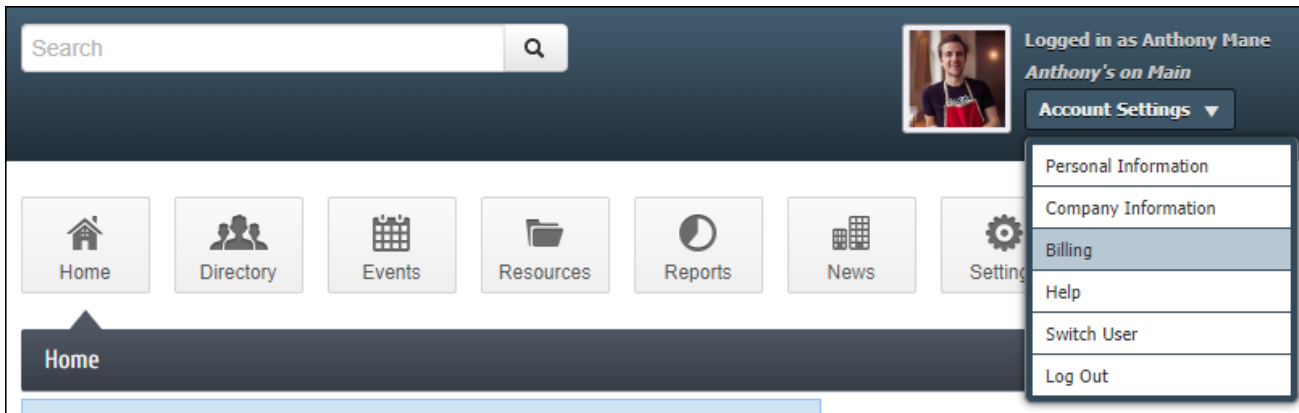
Name	Frequency	Next Bill Date	Next Bill Amount	Billing Contact	Payment Profile
Gold Membership	Annually	12 Jan 2024	\$600.00	Jaimi Peterson	
Enhanced Listing	Annually	Sep 2023	\$35.00	Jaimi Peterson	<ul style="list-style-type: none"> Visa.*****4242-01/2025 Visa.*****4242-01/2024 Visa.*****4242-01/2032

Add/Manage Payment Profiles

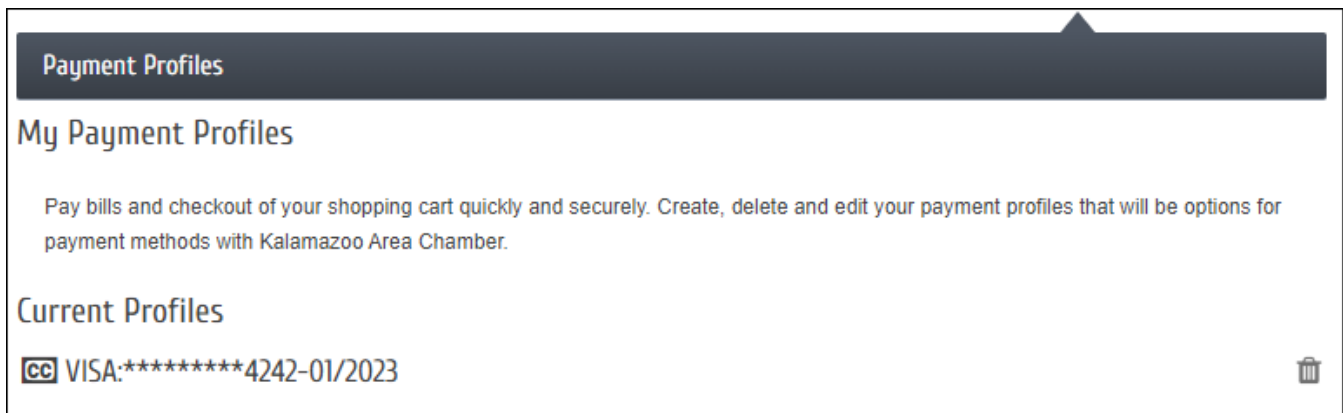
Manage Autopay in MIC

Within the MIC, you have the ability to see your stored Payment Profiles and change those Payment Profiles if necessary, including deleting a payment profile.

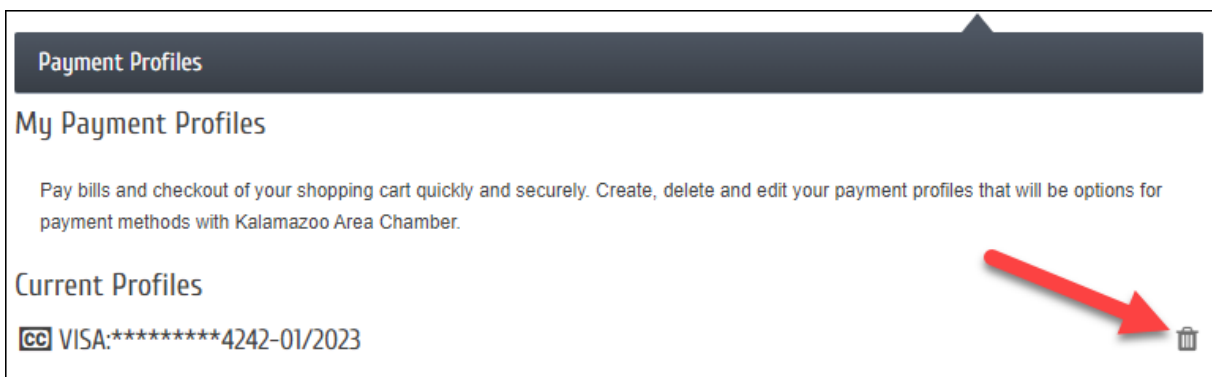
1. In the MIC, click **Account Settings** in the upper right.
2. Click **Billing**.



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



4. To delete a Payment Profile, click the **trashcan icon**.



5. You will receive a popup message indicating this Payment Profile is configured for Autopay and will need to confirm you wish to delete this Payment Profile by selecting **Continue**.

