Autopay for Your Members
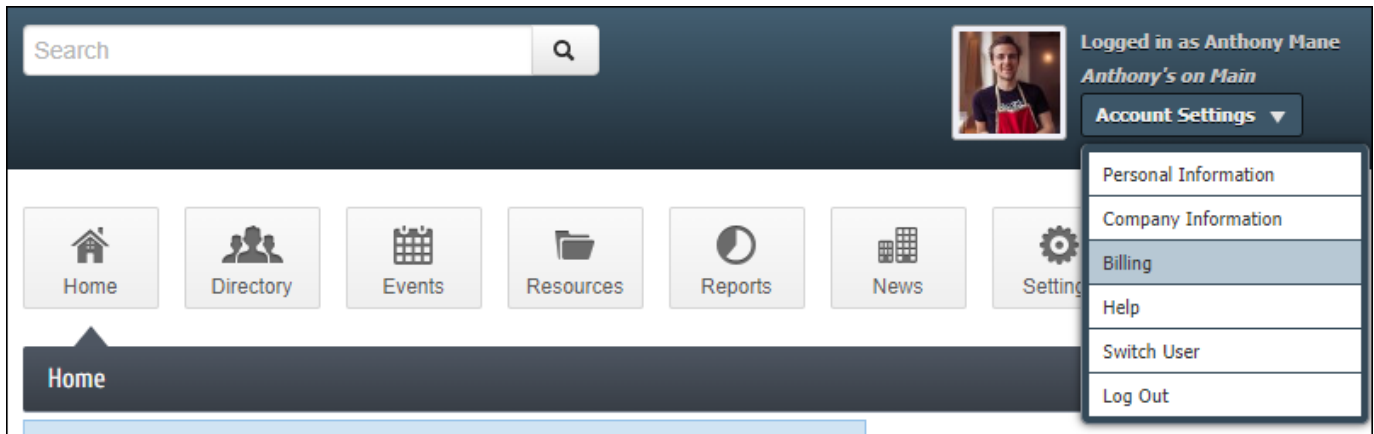
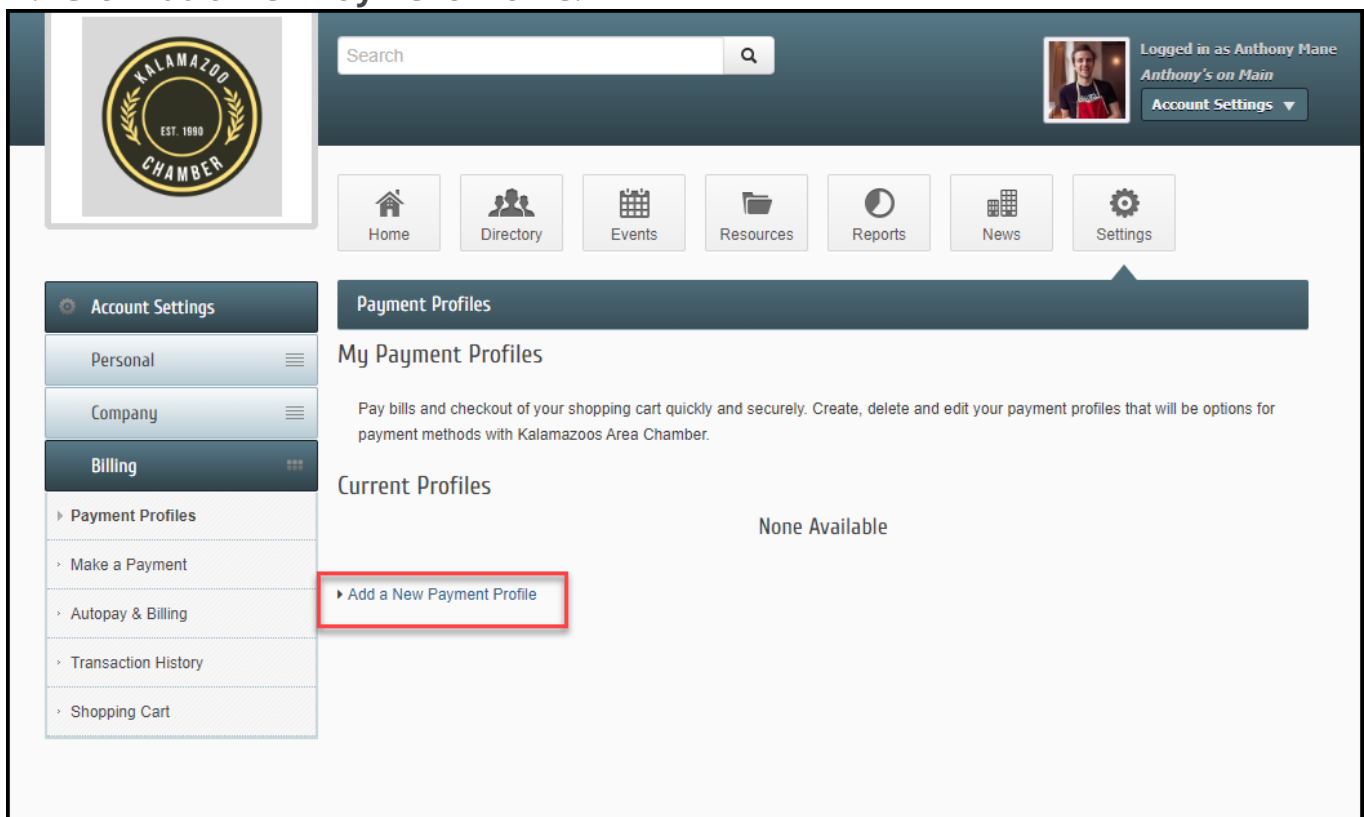## Storing Credit Card in the MIC

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.
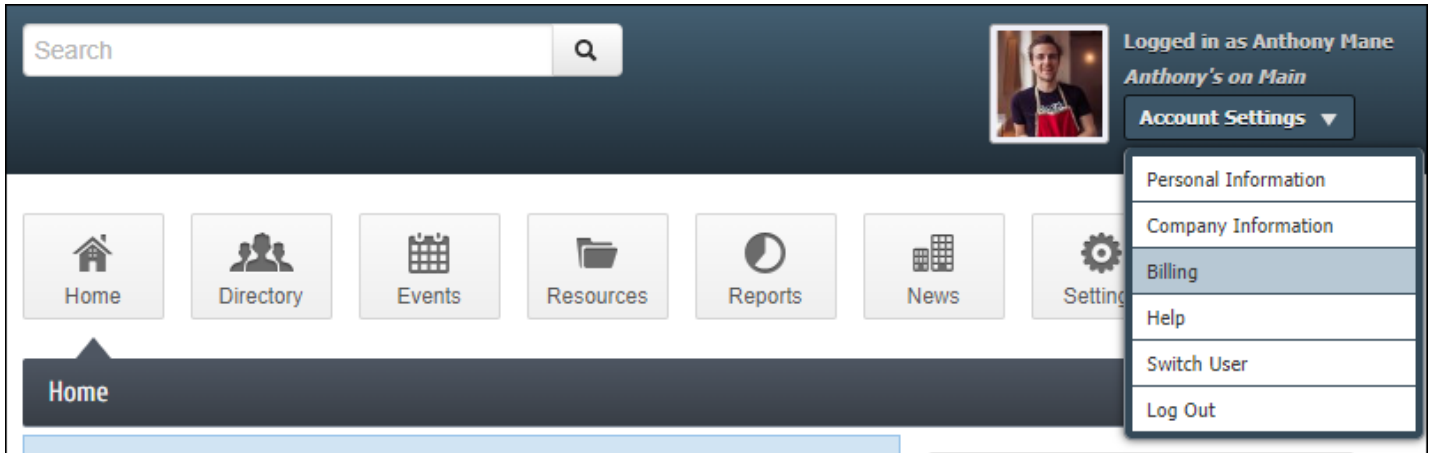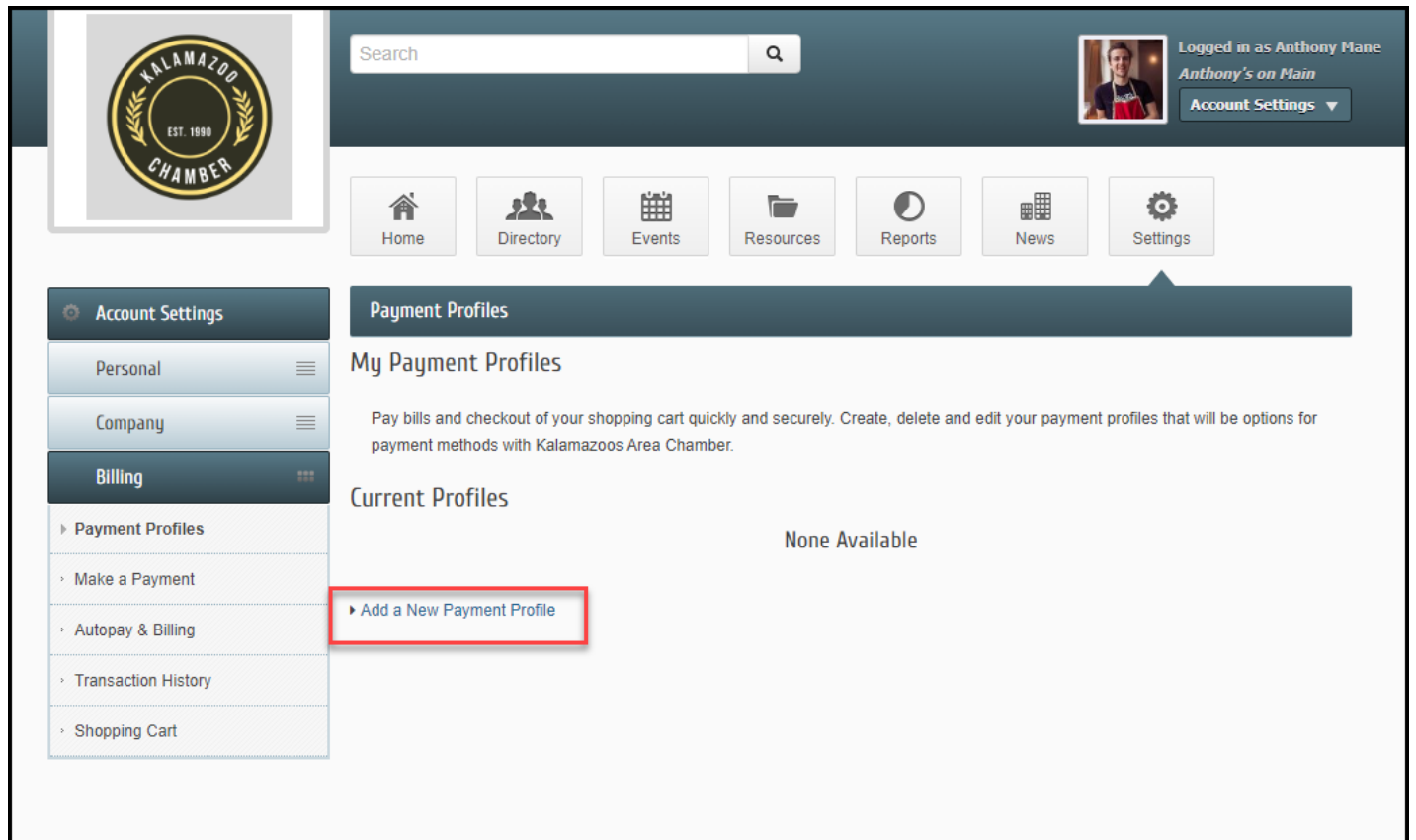
6. Click **Add Profile**.

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.

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.**

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**.
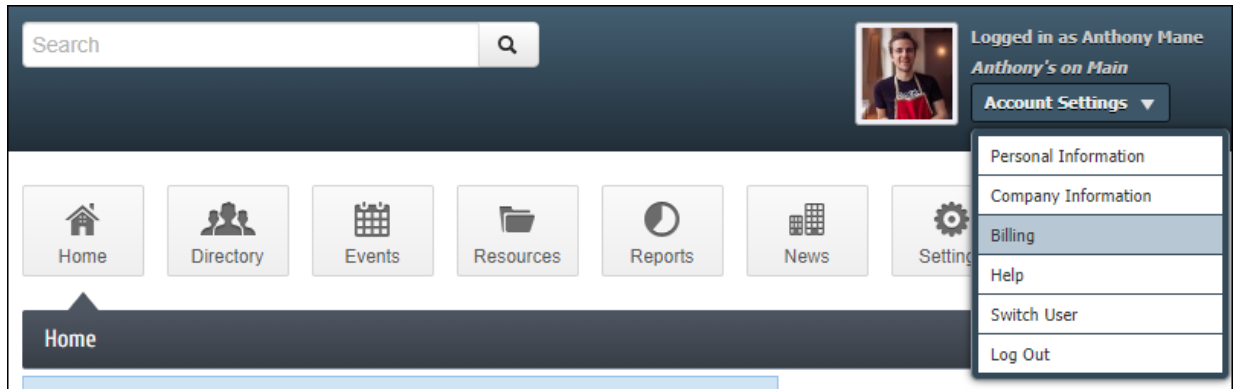
3. In the left-hand navigation panel, click **Payment Profiles**. Click the un-verified bank account, to expand the details.
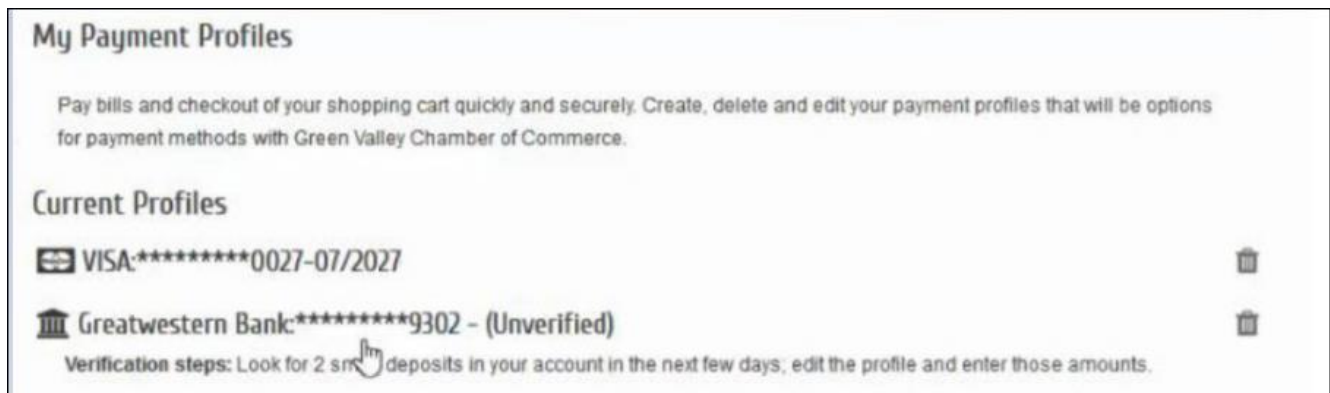
4. Enter the dollar value of the two deposits in the ***Deposit Amount** text boxes.

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**.

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.**

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

Manage Autopay in MIC

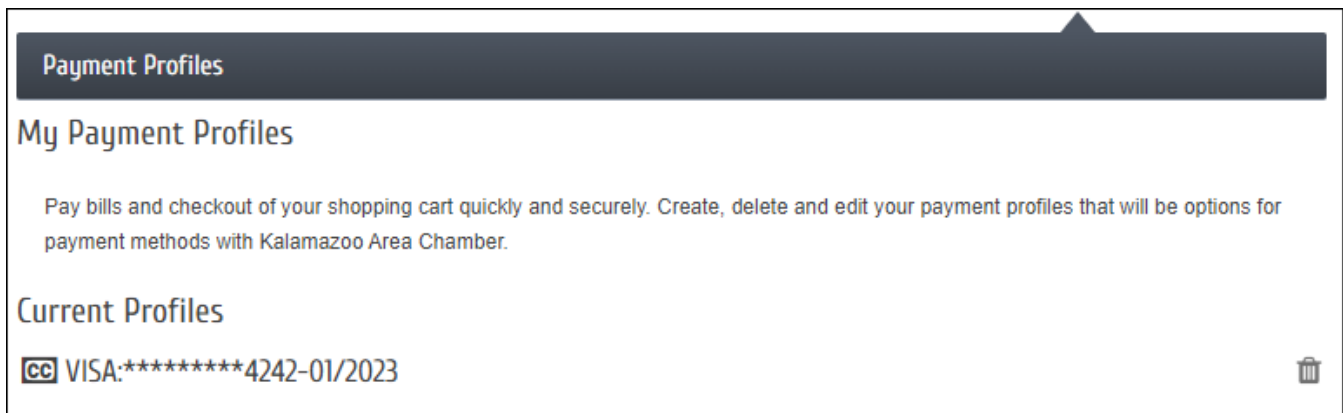Within the MIC, you have the ability to see your stored Payment Profiles and change those Payment Profiles if necessary, including deleting a payment profile.
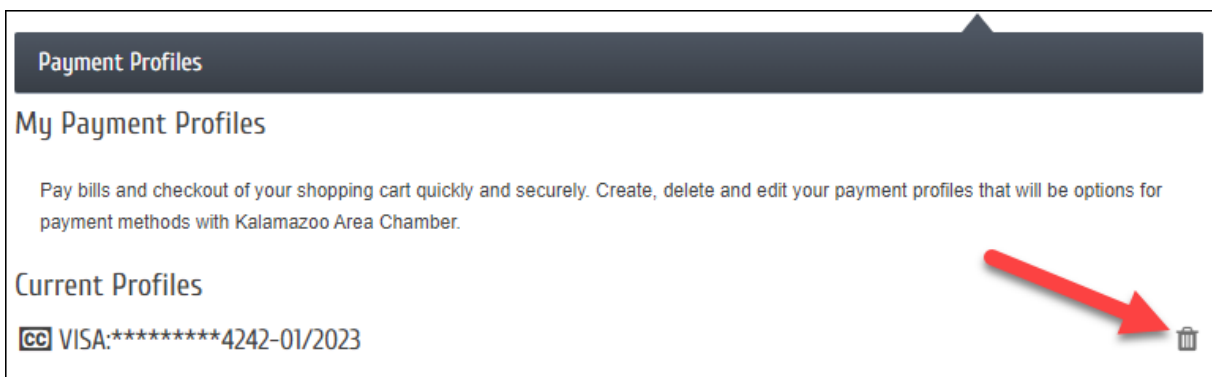
1. In the MIC, click **Account Settings** in the upper right.
2. Click **Billing**.
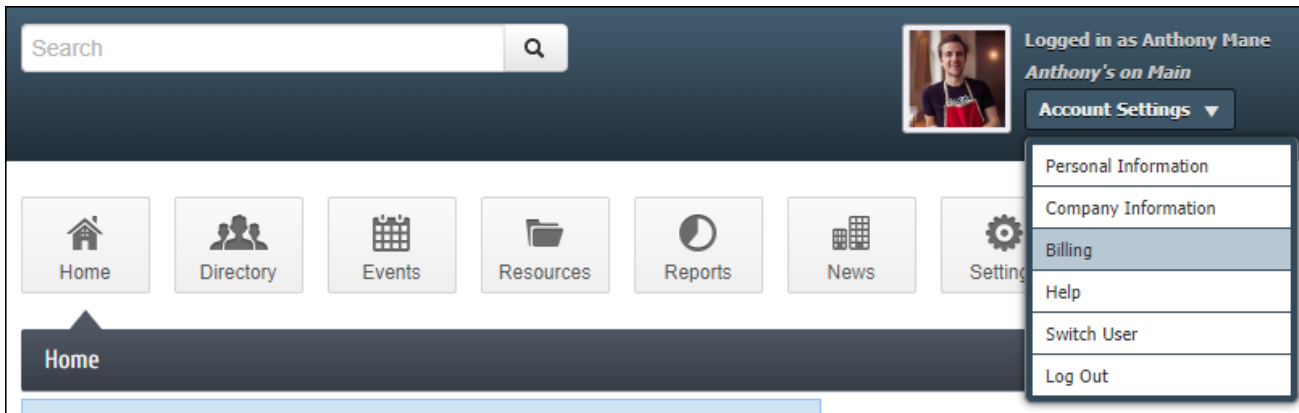
3. In the left-hand navigation panel, click **Payment Profiles**.

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**.