

Weekly GrowthZone Pay Walkthrough

Autopay





- Enable through back office
 - Members do the rest
- Invite members to sign up for autopay in the MIC
 - Customize email template to encourage members to sign-up
 - Save time and reduce hassle
 - Never miss a due date
 - Convenience
 - Secure payments
 - Maintain good standing

Hi [First Name],

We're always looking for ways to make your membership experience easier—and that includes how you pay your dues.

With Autopay available through the Member Information Center (MIC), you can now set it and forget it! Just a few quick clicks and your future payments will be taken care of automatically.

Why set up Autopay?

-  **Never miss a payment** – stay in good standing with your membership benefits uninterrupted.
-  **Save time** – no more logging in each billing cycle or keeping track of due dates.
-  **Secure & flexible** – you choose your preferred payment method ([credit card](#) or [ACH](#)) and can update it anytime.
-  **Peace of mind** – avoid late fees, payment delays, and extra reminders.

How to Enroll:

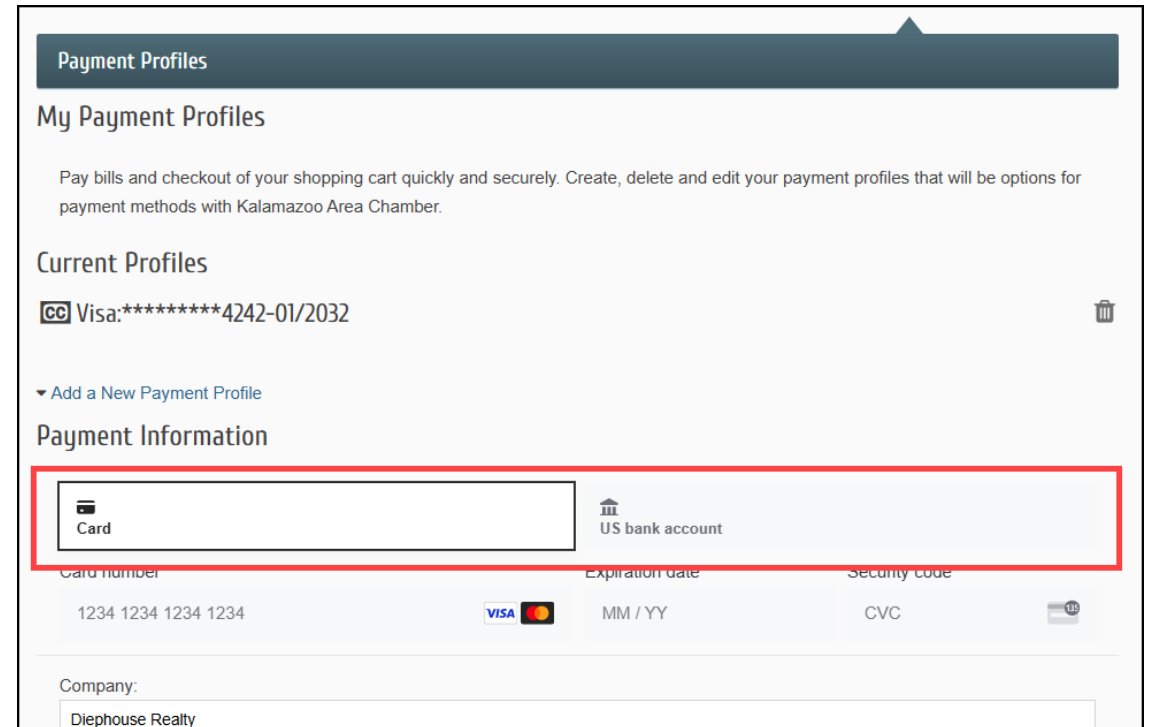
1. Log into your MIC account: [Login Link]
2. Navigate to the **Billing** section
3. Select the **Autopay & Billing tab** to choose which fees to setup for Autopay and choose your payment method

It takes less than two minutes—and you're all set for hassle-free renewals!

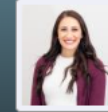
If you have any questions or need help logging in, feel free to reach out.

Autopay For Your Members

- Save credit/debit card or ACH profile
- Configure recurring fee for Autopay on Autopay & Billing tab
- Setup Autopay For Your Members
 - PDFs to send to members
 - Can opt-in during application process



The screenshot shows a web interface for managing payment profiles. At the top is a dark header with the text "Payment Profiles". Below this is a section titled "My Payment Profiles" with a descriptive paragraph: "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 Kalamazoo Area Chamber." Underneath is a section for "Current Profiles" showing a single profile: "Visa:*****4242-01/2032" with a trash icon to its right. A link "Add a New Payment Profile" is visible. The "Payment Information" section contains two radio buttons: "Card" (which is selected and highlighted with a red box) and "US bank account". Below the "Card" option, there are input fields for "Card number" (containing "1234 1234 1234 1234"), "Expiration date" (containing "MM / YY"), and "Security code" (containing "CVC"). There are also icons for Visa and Mastercard. At the bottom, there is a "Company:" label and a text input field containing "Diephouse Realty".



Logged in as Mary West

Diephouse Realty

Account Settings ▾



Home



Directory



Events



Resources



Reports



News



Community



Settings

Account Settings

Personal

Company

Billing

▸ Payment Profiles

▸ Make a Payment

▸ Autopay & Billing

▸ Transaction History

▸ Shopping Cart

Payment Profiles

My Payment Profiles

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 Kalamazoo Area Chamber.

Current Profiles

None Available

▾ Add a New Payment Profile

Payment Information

 Card



US bank account

Card number

1234 1234 1234 1234

Expiration date

MM / YY

Security code

CVC

Company:

Diephouse Realty

*First Name:

*Last Name:

Source

Styles

Normal

Verdana

Size

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x²

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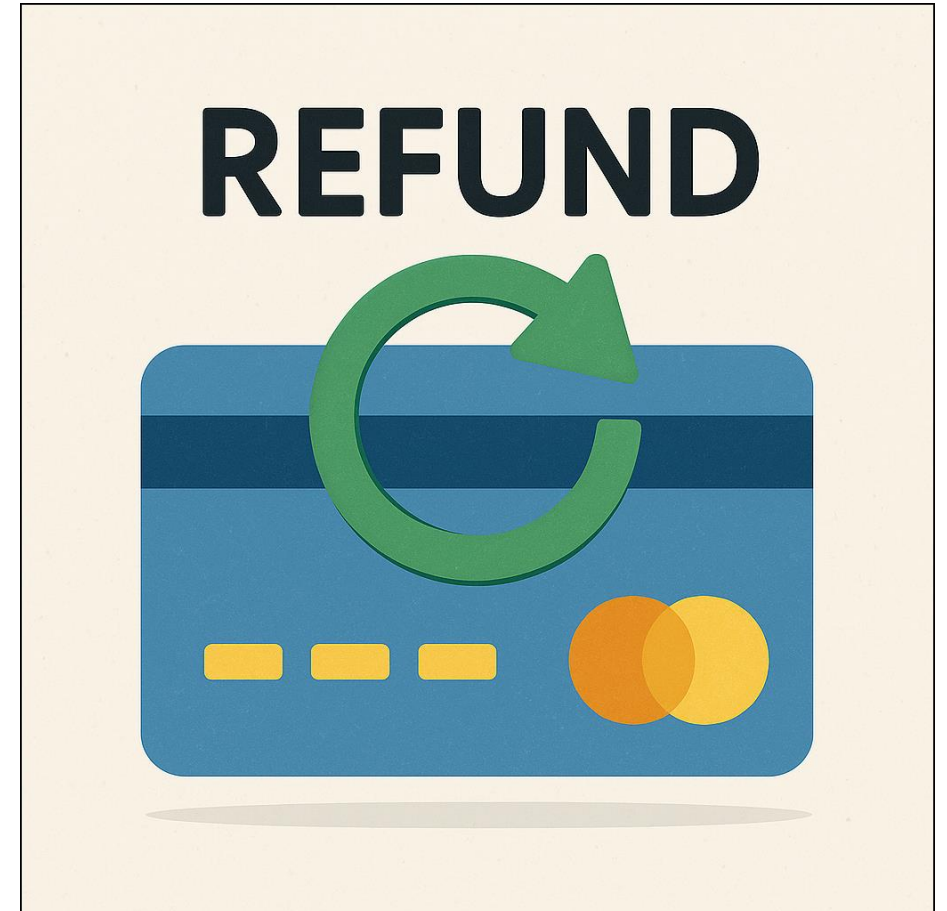
If you have any questions or need help logging in, feel free to reach out.

Thank you for your support,
[organization_name]
[organization_phone]
[organization_website]

chambermaster
memberzone

Refunds

- Process refund using Payment Processing Report
 - Provide full or partial refund
 - Can ask member to forfeit processing fees
- Refund available if:
 - Transaction was successful
 - Refund hasn't already been created
 - Less than 90 days since transaction
 - Deposit with funds has been completed



Find

+ Add



Reports:

Monthly Statement

Bank Account Deposits/Transfers

☐ Display Processing Fee amount in Payment Processing Transactions report below

+ Features and Settings ⓘ

All dates/times listed below are based on the Central time zone server (GMT-06:00).

Payment Processing Transactions

Member Name	Item	Txn ID	Billing Txn	CM Ref ID	CC Type	CC #	Amount	Date Charged	Result	Action
	Invoice		29128		Visa	3557	\$510.00	3/1/2025 01:08AM	Success	Refund
	Invoice		29127		MasterCard	8006	\$490.00	3/1/2025 01:08AM	Success	Refund
	Invoice		29126		Mastercard	6247	\$490.00	3/1/2025 01:08AM	Success	Refund
	Invoice		29135		Visa	4991	\$230.00	3/1/2025 01:08AM	Success	Refund
	Invoice		29134		Visa	1308	\$275.00	3/1/2025 01:08AM	Success	Refund
	Invoice		29133		American Express	3007	\$490.00	3/1/2025 01:08AM	Success	Refund
	Invoice		29132		MasterCard	9112	\$540.00	3/1/2025 01:08AM	Success	Refund

Payment Processing Transactions

Member Name	Item	Txn ID	Billing Txn	CM Ref ID	CC Type	CC #	Amount	Processing Fee	Date Charged	Result	Action
	Invoice		29315		VISA	9013	\$230.00	\$8.77	4/2/2025 11:30AM	Success	Refund
	Invoice		VISA *9013				\$30.00	\$0.00			Refund
	Event Registration				US-(usd)	6890	\$50.00	\$0.95	4/2/2025 07:52AM	Success	Refund
	Backoffice Payment		VISA*3135		VISA	3135	\$35.00	\$1.48	4/2/2025 08:08AM	Success	Refund
	Event Registration				MASTERCARD	6146	\$35.00	\$1.48	4/2/2025 08:34AM	Success	Refund
	Invoice		28970		MasterCard	6146	\$230.00	\$7.80	4/2/2025 09:39AM	Success	Refund
	Event Registration				Visa	9909	\$25.00	\$1.16	4/2/2025 12:22PM	Success	Refund
	Event Registration				VISA	5061	\$500.00 (Refunded: \$500.00)	\$16.55	4/2/2025 12:24PM	Success	
	Event Registration				MasterCard	6827	\$25.00	\$1.16	4/2/2025 12:33PM	Success	Refund
	Event Registration				AMX	1129	\$225.00	\$8.22	4/2/2025 01:00PM	Success	Refund

Reports:

Monthly Statement

Bank Account Deposits/Transfers

☒ Display Processing Fee amount in Payment Processing Transactions report below

+ Features and Settings ⓘ

All dates/times listed below are based on the Central time zone server (GMT-06:00).

Payment Processing Transactions

Member Name	Item	Txn ID	Billing Txn	CM Ref ID	CC Type	CC #	Amount	Processing Fee	Date Charged	Result	Action
[REDACTED]	Invoice	[REDACTED]	29301	[REDACTED]	US-(usd)	0691	\$260.00	\$3.05	4/1/2025 01:05AM	Success	Refu
[REDACTED]	Invoice	[REDACTED]	MasterCard *3112	[REDACTED]	MasterCard	3112	\$540.00	\$17.85	4/1/2025 01:05AM	Success	Refu
[REDACTED]	Invoice	[REDACTED]	29307	[REDACTED]	Visa	3690	\$490.00	\$16.23	4/1/2025 01:05AM	Success	Refu
[REDACTED]	Invoice	[REDACTED]	29305	[REDACTED]	MasterCard	6070	\$200.00	\$6.83	4/1/2025 01:05AM	Success	Refu
[REDACTED]	Invoice	[REDACTED]	29310	[REDACTED]	Visa	6169	\$260.00	\$8.77	4/1/2025 01:05AM	Success	Refu
[REDACTED]	Invoice	[REDACTED]	29313	[REDACTED]	American Express	6005	\$85.00	\$3.10	4/1/2025 01:05AM	Success	Refu
[REDACTED]	Invoice	[REDACTED]	29303	[REDACTED]	MasterCard	3979	\$230.00	\$7.80	4/1/2025 01:05AM	Success	Refu

Billing Precheck Report

- Run Billing Precheck Report each month
 - Identify any missing information before batch billing
 - Renewal month
 - Annual Fees & Dues
 - Billing Contact
 - Email/ mailing addresses

<div>Print Report Print PDF Create Group</div>						
Member Listing						
Company Name	Renewal Month	Billing Contact	Full Billing Address	Recurring Fees and Dues List	Annual Fees and Dues Amount	Billing Email
A Place For Dogs	October	Josie Jenkins	Josie Jenkins 1200 W. Michigan Ave Kalamazoo, MI 49008	Bronze Membership (Membership Dues): \$816.00 Monthly Copper Membership (Membership Dues): \$525.00 Annually Membership Dues: \$124.00 Annually	\$1,465.00	josie@mailinator.com
A Plus Painting	October				\$0.00	
A+ Security & Repair	April	Jason Dean	Jason Dean 109 Main Suite 2 Kalamazoo, MI 49007	Gold Membership - Renewal (Membership Dues): \$2,000.00 Annually	\$2,000.00	jdean@mailinator.com
ABC Heating & Cooling	June	Jake Kurys		Gold Membership - New (Membership Dues): \$2,100.00 Annually Membership Dues: \$124.00 Annually	\$2,224.00	
Ace Hardware	September	Dorothy Beyer	Dorothy Beyer 1001 Main Minnewaukan, ND 58351	1/4 Page Advertisements in State publication: \$102.00 Monthly Enhanced Directory: \$124.00 Annually Enhanced Web Package: \$61.20 Annually Gold Membership - New (Membership Dues): \$1,800.00 Monthly	\$2,087.20	acehardwaredorothy@mailinator.com
Anthony's on Main	June	Tony Mane		Copper Membership (Membership Dues): \$315.00 Annually Enhanced Web Package: \$0.00 Annually Membership Dues: \$124.00 Annually	\$439.00	
Back to Basics Wellness Center	December	Barbara Basic	Barbara Basic 1555 Parkview Ave Kalamazoo, MI 49007	1/4 Page Advertisements in State publication: \$102.00 Monthly Membership Dues: \$150.00 Annually	\$252.00	
Ballet Kalamazoo	June	Tom Jones		Diamond Membership - New (Membership Dues): \$3,000.00 Monthly Membership Dues: \$124.00 Annually	\$3,124.00	tom@mailinator.com
Barry's Boats	January	Debbie Dollar	Debbie Dollar 789 Boat Drive Kalamazoo, MI 49006	Brand New Membership Bundle: \$235.00 Annually Bronze Membership (Membership Dues): \$816.00 Monthly	\$1,051.00	debbied@mailinator.com
Bayside Painting Company	November	Dan Smith	Dan Smith 1903 W. Michigan Kalamazoo, MI 49008	Bronze Membership (Membership Dues): \$204.00 Monthly	\$204.00	danpaint@mailinator.com
Beautiful Home Interior Design	June			Membership Dues: \$124.00 Annually	\$124.00	
Big Foot Shoe Shop	May		Big Foot 5678 Portage Street Kalamazoo, MI 49008	Membership Dues: \$150.00 Annually	\$150.00	shoes@mailinator.com

Automated ePayment Transactions Report

- Run Automated ePayment Transactions Report on day of Autopay charges
- Provides overview of successful and failed transactions
 - Includes cause of failure
 - Card declined
 - Insufficient funds
 - Card number incorrect
 - Card doesn't support recurring payments
- Can be filtered to date range

1 of 2 | Save as PDF Excel Word CSV MHTML

Automated Payment Transactions

Batch Id	ProfileID	Invoice ID	Member ID	Company Name	Rep	Status	Date
1040	408471	144679	7169			Failed	4/1/2025
				Your card number is incorrect.			
	62017	144672	6371			Success	4/1/2025
	400112	144673	6525			Failed	4/1/2025
				Your card does not support this type of purchase			
	411443	144688	7340			Failed	4/1/2025
				Your card number is incorrect.			
	399828	144670	3533			Failed	4/1/2025
				Your card was declined.			
	483058	144682	6926			Failed	4/1/2025
				Your card has insufficient funds.			
	410793	144687	7339			Failed	4/1/2025
				Your card does not support this type of purchase			
	412287	144689	7342			Success	4/1/2025
	408005	144685	7336			Success	4/1/2025

Bank Account Deposits/Transfers

- Breaks Down Deposit Details
 - Total payment amount
 - Processing fees for each transaction
 - Refunds (if applicable)
- Identify Issues or Delays
 - View if deposit is pending (in transit)

Transfers		
Transfer - Options		
Month	June, 2025	Refresh
June, 2025 - Transfers		
Show all	Hide all	
6/6/2025	Status: in_transit - 1,364.33 (usd)	Show Details
6/5/2025	Status: paid - 630.35 (usd)	Show Details
6/4/2025	Status: paid - 10,058.05 (usd)	Show Details
6/3/2025	Status: paid - 143.26 (usd)	Show Details
6/2/2025	Status: paid - 930.47 (usd)	Show Details
Close Refresh Print Download		

Transfers

Transfer - Options

Month

[Refresh](#)

June, 2025 - Transfers

[Show all](#)

[Hide all](#)

6/6/2025 **Status: in_transit - 1,364.33 (usd)** [Show Details](#)

6/5/2025 **Status: paid - 630.35 (usd)** [Show Details](#)

6/4/2025 **Status: paid - 10,058.05 (usd)** [Show Details](#)

6/3/2025 **Status: paid - 143.26 (usd)** [Show Details](#)

6/2/2025 **Status: paid - 930.47 (usd)** [Show Details](#)



[Close](#)

[Refresh](#)

[Print](#)

[Download](#)

Transfers

Transfer - Options

Month

[Refresh](#)

June, 2025 - Transfers

[Show all](#) [Hide all](#)

6/6/2025 [Status: in_transit - 1,364.33 \(usd\)](#) [Show Details](#)

6/5/2025 [Status: paid - 630.35 \(usd\)](#) [Hide Details](#)

Company	Type	Txn ID	Ref #	Date	Gross	Fee	Total
	payment_refund		VISA *8055	Tue Jun 03 2025 15:44:36 GMT-0400 (Eastern Daylight Time)	-500.00	0.00	-500.00
	payment		MASTERCARD *6987	Tue Jun 03 2025 15:21:12 GMT-0400 (Eastern Daylight Time)	550.00	18.17	531.83
	payment		MASTERCARD *8989	Tue Jun 03 2025 12:30:58 GMT-0400 (Eastern Daylight Time)	25.00	1.16	23.84
	payment		MASTERCARD *1975	Tue Jun 03 2025 12:30:46 GMT-0400 (Eastern Daylight Time)	285.00	9.58	275.42
	payment			Tue Jun 03 2025 12:27:27 GMT-0400 (Eastern Daylight Time)	35.00	1.48	33.52
	payment		Visa *0495	Tue Jun 03 2025 02:12:32 GMT-0400 (Eastern Daylight Time)	275.00	9.26	265.74
					670.00	39.65	630.35

6/4/2025 [Status: paid - 10,058.05 \(usd\)](#) [Show Details](#)

6/3/2025 [Status: paid - 143.26 \(usd\)](#) [Show Details](#)

6/2/2025 [Status: paid - 930.47 \(usd\)](#) [Show Details](#)

Transfers

Transfer - Options

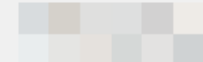
Month

[Refresh](#)

April, 2023 - Transfers

4/14/2023 **Status: in_transit - 415.12 (usd)**

[Details](#)

 BANK - ****8811

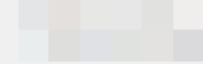
4/13/2023 **Status: paid - 607.09 (usd)**

[Details](#)

 BANK - ****8811

4/12/2023 **Status: paid - 75.32 (usd)**

[Details](#)

 BANK - ****8811

4/10/2023 **Status: paid - 188.82 (usd)**

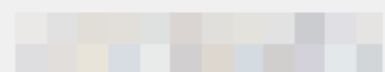
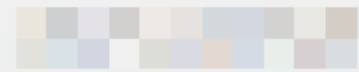
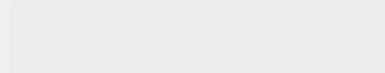
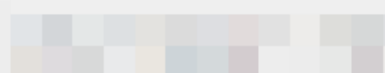




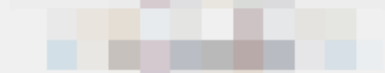
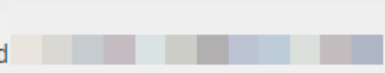
[Details](#)

 BANK - ****8811

4/7/2023 **Status: paid - -23.61 (usd)**

[Details](#)

 BANK - ****8811

Company	Type	Txn ID	Ref #	Date	Gross	Fee	Total
	payment		MasterCard *5061	Wed Apr 05 2023 14:04:34 GMT-0500 (Central Daylight Time)	40.00	1.55	38.45
	payment		VISA *3914	Wed Apr 05 2023 10:37:38 GMT-0500 (Central Daylight Time)	39.00	1.52	37.48
	payment		Visa *9401	Wed Apr 05 2023 09:15:09 GMT-0500 (Central Daylight Time)	32.50	1.32	31.18
	adjustment		Visa *0403	Wed Apr 05 2023 09:12:12 GMT-0500 (Central Daylight Time)	4.28	0.00	4.28
	payment_refund		Visa *0403	Wed Apr 05 2023 09:12:12 GMT-0500 (Central Daylight Time)	-135.00	0.00	-135.00
					-19.22	4.39	-23.61

Deposit Summary Report

- Reconcile Deposits with Bank Activity
 - View details of transactions within a deposit
 - Match bank deposits with GrowthZone Pay transactions
 - Clear paper trail from member payment to your bank
- Breaks Down Each Deposit
 - View Processing Fee for entire deposit
 - Exact amount transferred to bank

Payments To Deposit

<< < search deposits > >>

Deposit Date: 3/3/2025 Deposit Account: (inactive)

Deposit Memo: GrowthZone Pay automatic deposit

Deposit Total: 4 payments/receipts for \$349.35. [New Deposit](#) [Find Deposit](#)

Adjustments and Payment Refunds are not included in this automatic deposit total. Check the [Deposits/Transfer report](#) in the Payment Processing Report & Management Tools to view those amounts. If any exist, enter those separately into your accounting software. [Read more](#)

Payments deposited to Unknown on 3/3/2025

<input checked="" type="checkbox"/>	Date	Type	Ref #	Sale #	Method	Member Name	Bill To	Details	Amount
<input checked="" type="checkbox"/>	2/27/2025	RCPT	Visa *3312	4539	Credit card			25.00 Luncheon Tickets (Sky P...	25.00
<input checked="" type="checkbox"/>	2/27/2025	RCPT	VISA *6039	4538	Credit card			25.00 Luncheon Tickets (Kelly ... 25.00 Luncheon Tickets (Jessi...	50.00
<input checked="" type="checkbox"/>	2/27/2025	RCPT	MASTERCARD *1642	4537	Credit card			25.00 Luncheon Tickets (Janic...	25.00
<input checked="" type="checkbox"/>	2/27/2025	PMT	MASTERCARD*0341		Credit card			200.00 Membership Investment 62.50 Sponsorship Credits NO...	262.50

[Print Listing](#) [Download Listing](#) [Print Deposit](#)


Cash Back Account:

Cash Back Memo:

Cash Back Amount: 0.00

Payments Deposited:	362.50
Processing Fee:	13.15
Deposit Subtotal:	349.35
Cash Back Amount:	0.00
Deposit Total:	349.35


Search Help...

- Dashboard
- Members
- Groups
- Communication
- Events
- Jobs
- Advertising
- MarketSpace
- News Releases
- Info Request
- Billing**
- Reports
- Cloud Drive
- Form Builder
- eCommerce
- Project/Task
- Setup
- Account
- Training
- Support Help/Wiki**
-  Linked Account

Task List



 Find

 Add

Logged in to: 

Billing

Billing Center

Invoices

Sales Receipts

Payments

Credits

Statements

Reports

Deposits

Billing Reports

Deposit Summary

Select Another Report

Filter Options

Date From: 4/1/2025

[more...](#)

Account:

Through: 4/30/2025

Refresh Report

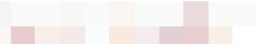
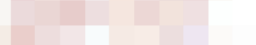
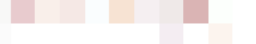
Print Report

Download Report

Reset Options

Deposit Listing

April 1, 2025 - April 30, 2025

Date	Account	Memo	Total Payments	Payments Deposited	Processing Fee	Cash Back Amount	Deposit Amount
4/1/2025		GrowthZone Pay automatic deposit	11	1315.00	46.45	0.00	1268.55
4/2/2025		GrowthZone Pay automatic deposit	26	820.00	35.82	0.00	784.18
4/3/2025		GrowthZone Pay automatic deposit	20	5240.00	176.81	0.00	5063.19
Totals			57	7375.00	259.08	0.00	7115.92

Search Help...

- Dashboard
- Members
- Groups
- Communication
- Events
- Jobs
- Advertising
- MarketSpace
- News Releases
- Info Request
- Billing**
- Reports
- Cloud Drive
- Form Builder
- eCommerce
- Project/Task
- Setup
- Account
- Training
- Support Help/Wiki
- Linked Account
- Task List
- 1 Mbr Signups

Find

+ Add

Logged in to:

Billing

Billing Center

Invoices

Sales Receipts

Payments

Credits

Statements

Reports

Deposits

Payments To Deposit

<<

<

search deposits

>

>>

Deposit Date: 4/1/2025

Deposit Account: (inactive) v

Deposit Memo: GrowthZone Pay automatic deposit

Deposit Total: 11 payments/receipts for \$1268.55.

New Deposit

Find Deposit

Adjustments and Payment Refunds are not included in this automatic deposit total. Check the [Deposits/Transfer report](#) in the Payment Processing Report & Management Tools to view those amounts. If any exist, enter those separately into your accounting software. [Read more](#)

Payments deposited to Unknown on 4/1/2025

<input checked="" type="checkbox"/>	Date	Type	Ref #	Sale #	Method	Member Name	Bill To	Details	Amount
<input checked="" type="checkbox"/>	3/28/2025	RCPT	VISA *5024	4633	Credit card			25.00 Luncheon Tickets (Vane...	25.00
<input checked="" type="checkbox"/>	3/28/2025	PMT	MASTERCARD *0377		Credit card			1000.00 2025 Golf Team (Membe...	1000.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	Mastercard *0033	4632	Credit card			25.00 Luncheon Tickets (C. Do...	25.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	Visa *8406	4631	Credit card			25.00 Luncheon Tickets (Chris ...	25.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	MASTERCARD *4064	4630	Credit card			30.00 State of the County Brea...	30.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	VISA *8000	4629	Credit card			35.00 Luncheon Tickets - Futur...	35.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	MASTERCARD	4628	Credit card			25.00 Luncheon Tickets (Yusuf	25.00

Payments deposited to Unknown on 4/1/2025

<input checked="" type="checkbox"/>	Date	Type	Ref #	Sale #	Method	Member Name	Bill To	Details	Amount
<input checked="" type="checkbox"/>	3/28/2025	RCPT	VISA *5024	4633	Credit card			25.00 Luncheon Tickets (Vane...	25.00
<input checked="" type="checkbox"/>	3/28/2025	PMT	MASTERCARD *0377		Credit card			1000.00 2025 Golf Team (Membe...	1000.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	Mastercard *0033	4632	Credit card			25.00 Luncheon Tickets (C. Do...	25.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	Visa *8406	4631	Credit card			25.00 Luncheon Tickets (Chris ...	25.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	MASTERCARD *4064	4630	Credit card			30.00 State of the County Brea...	30.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	VISA *8000	4629	Credit card			35.00 Luncheon Tickets - Futur...	35.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	MASTERCARD *0937	4628	Credit card			25.00 Luncheon Tickets (Yusuf...	25.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	MASTERCARD *4966	4627	Credit card			25.00 State of the County Brea...	25.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	MASTERCARD *2412	4626	Credit card			50.00 ...	50.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	MasterCard *9041	4625	Credit card			50.00 ...	50.00
<input checked="" type="checkbox"/>	3/28/2025	RCPT	MASTERCARD *9041	4624	Credit card			25.00 State of the County Brea...	25.00

Print Listing

Download Listing

Print Deposit

Cash Back Account:

Cash Back Memo:

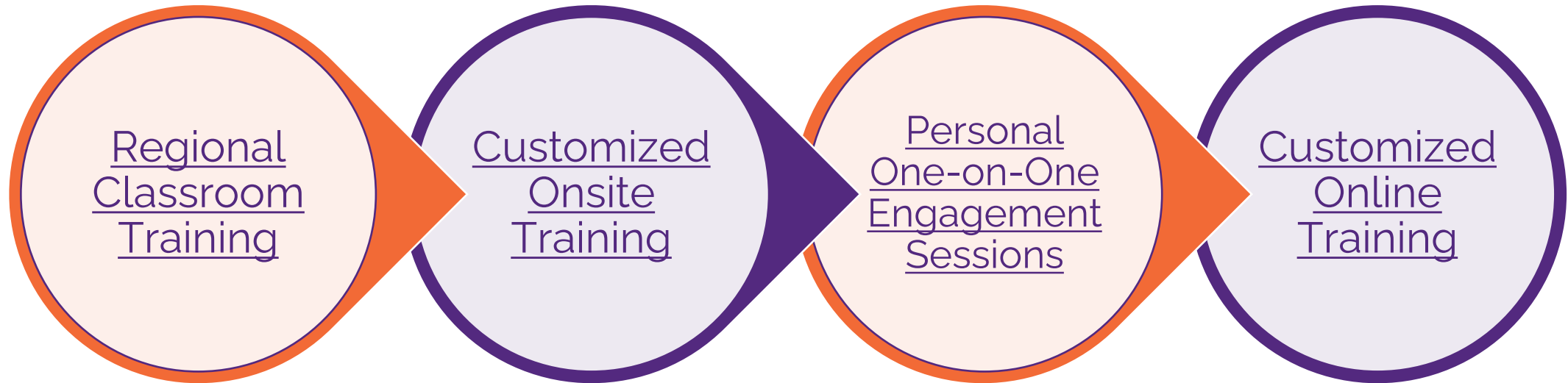
Cash Back Amount:

Payments Deposited: 1315.00
 Processing Fee: 46.45
 Deposit Subtotal: 1268.55
 Cash Back Amount: 0.00
 Deposit Total: 1268.55

Training Resources



Expanded Training Offerings



Questions?