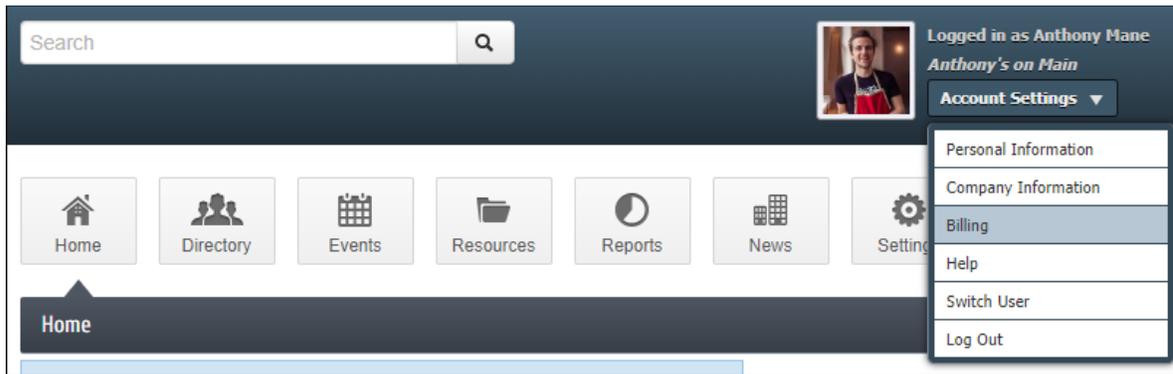


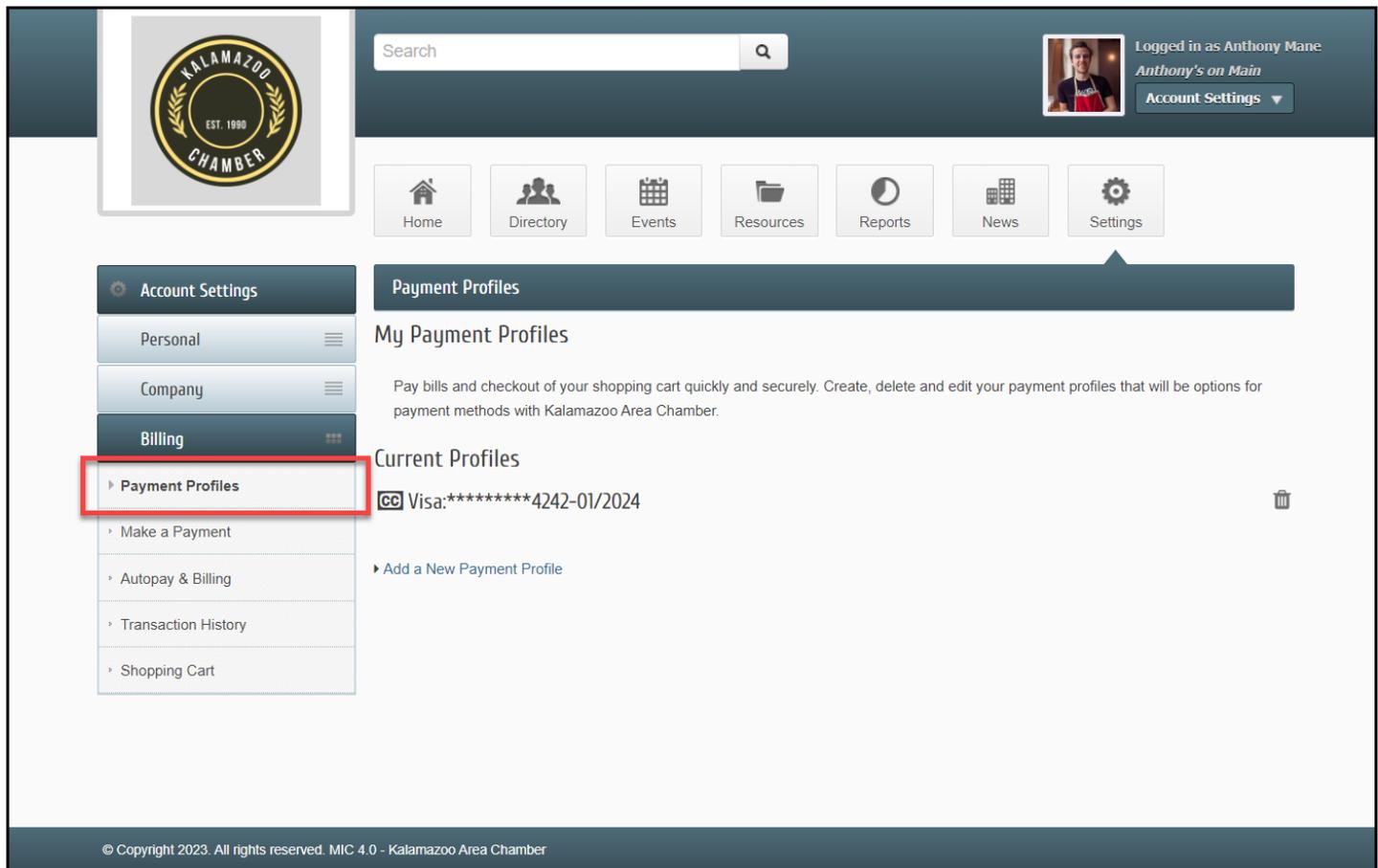
Manage Autopay in the MIC for Your Members

Within the Member Information Center (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**.



- To edit the Payment Profile, click on the Payment Profile and select **Edit the Selected Payment Profile**.

The screenshot shows the user interface of the Kalamazoo Area Chamber website. At the top left is the Kalamazoo Chamber 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 header is a navigation bar with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a sidebar menu with 'Account Settings' selected, containing sub-items: 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-header 'My Payment Profiles' with a descriptive paragraph. Below this is a section for 'Current Profiles' showing a single profile: 'CC Visa:*****4242-01/2024'. A red box highlights the 'Edit the Selected Payment Profile' link below the profile. A trashcan icon is visible to the right of the profile. At the bottom of the page, there is a copyright notice: '© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber'.

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

This is a close-up view of the 'Current Profiles' section from the previous screenshot. It shows the profile 'CC VISA:*****4242-01/2024' and the 'Edit the Selected Payment Profile' link below it. A red box highlights the trashcan icon to the right of the profile, which is used for deleting the profile.

- 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**.

