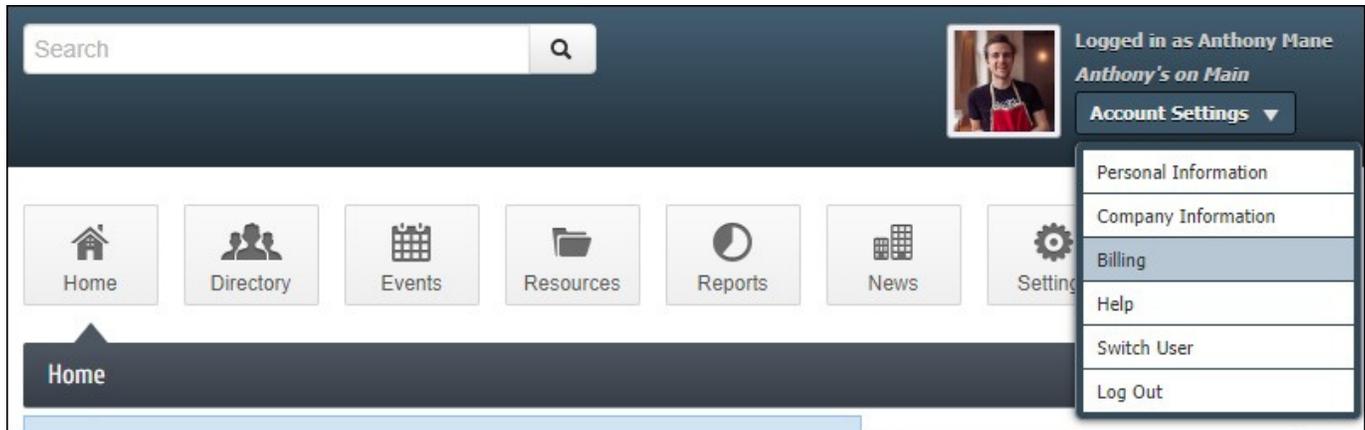


Autopay for Fauquier Chamber of Commerce Members

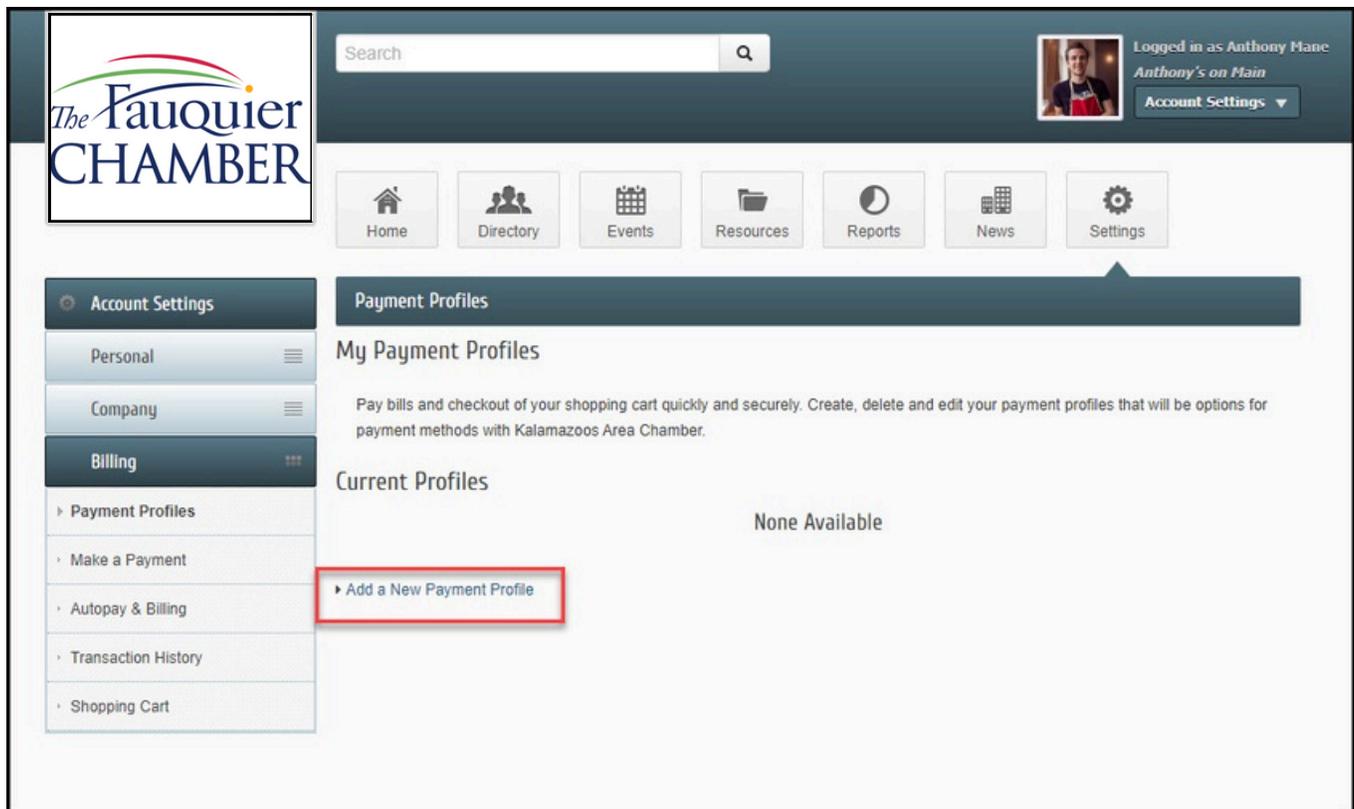
Storing Credit Card in the MIC

[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**.

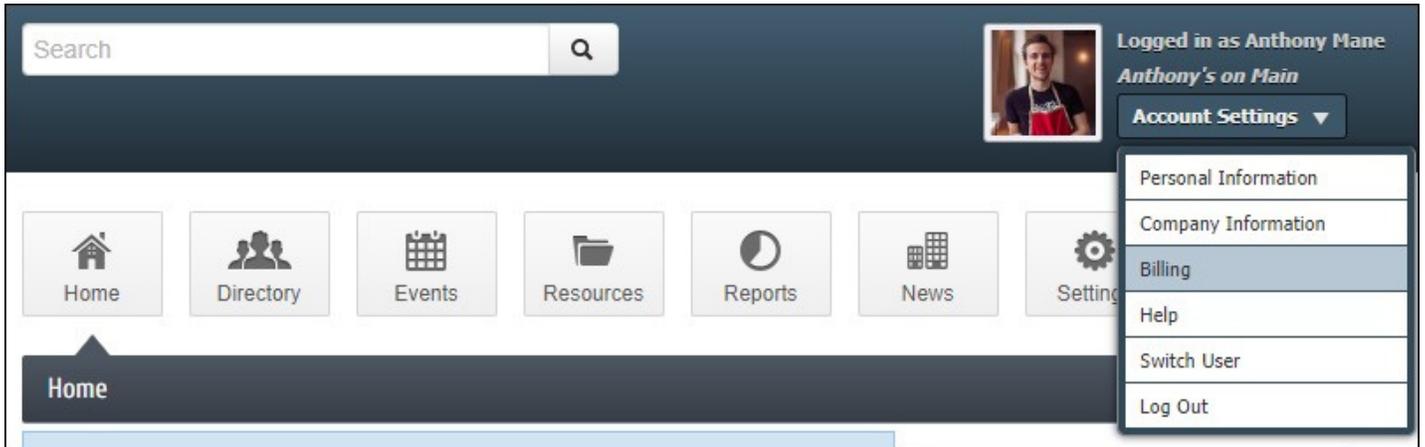
The screenshot shows the user interface of The Fauquier Chamber website. At the top left is the logo for 'The Fauquier CHAMBER'. To the right is a search bar and a user profile section indicating the user is logged in as 'Anthony Mane' with a link to 'Account Settings'. Below the header is a navigation 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), CSC (?), 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 ((907) 654-3210), and Email (anthony@mailinator.com). An 'Add Profile' button is located at the bottom of the form.

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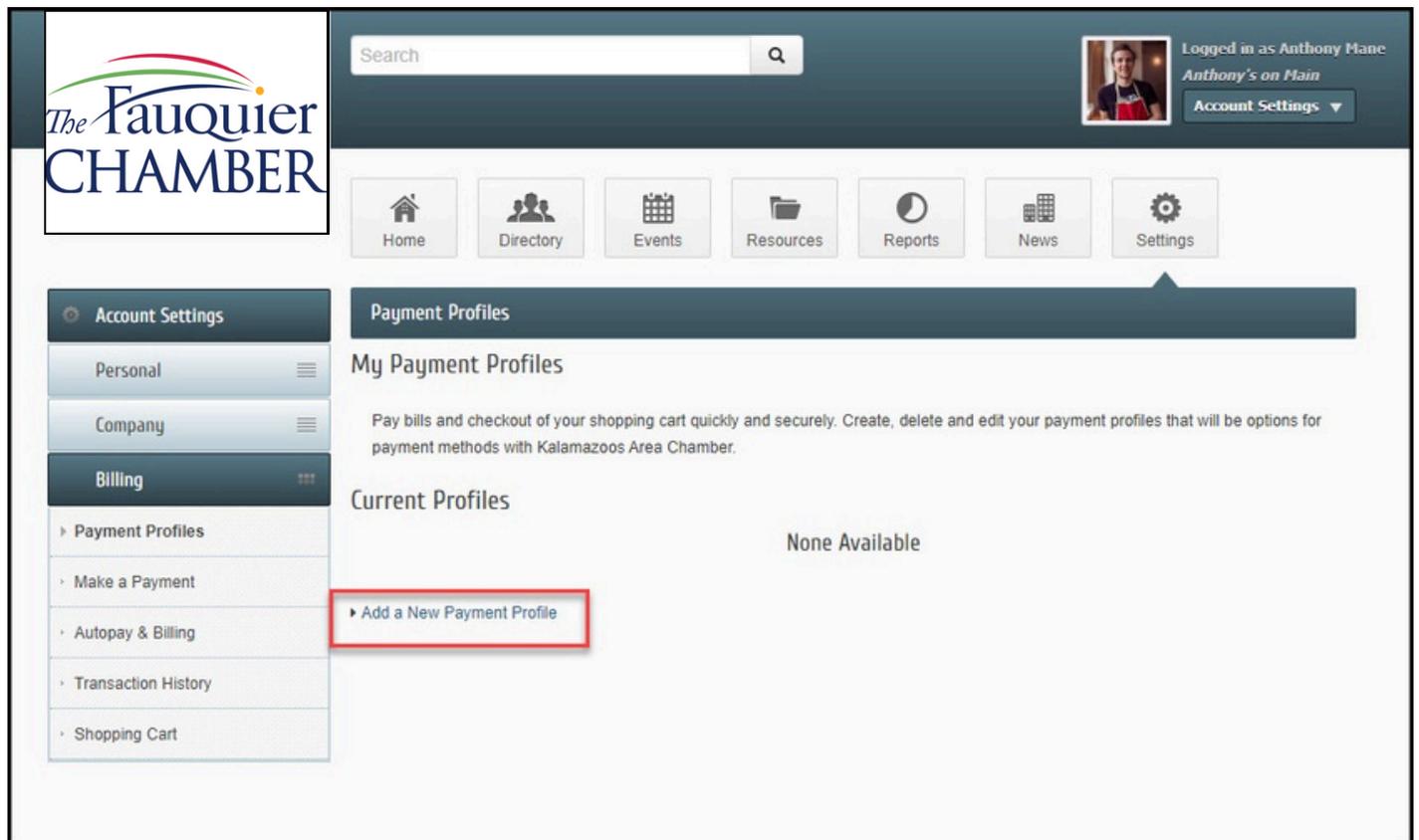
Storing Bank Account in the MIC

[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 'My Payment Profiles' section of the website. Under 'Current Profiles', it says 'None Available'. Below that is the 'Add a New Payment Profile' section. The 'Payment Information' part has two radio buttons: 'Credit Card' and 'Bank Account'. The 'Bank Account' option is selected and highlighted with a red box. Below the radio buttons are fields for 'Account Number', 'Routing Number', 'Country' (set to United States), and 'Currency' (set to United States Dollar). The 'Company' section includes fields for 'First Name' (Anthony), 'Last Name' (Mare), 'Street' (5000 Portage Road), 'City' (Kalamazoo), 'State' (MI), 'Zip' (49007), 'Country' (United States), 'Phone' ((907) 654-3210), and 'Email' (anthony@malinator.com). An 'Add Profile' button is at the bottom.

7. Complete the form with all the required fields.

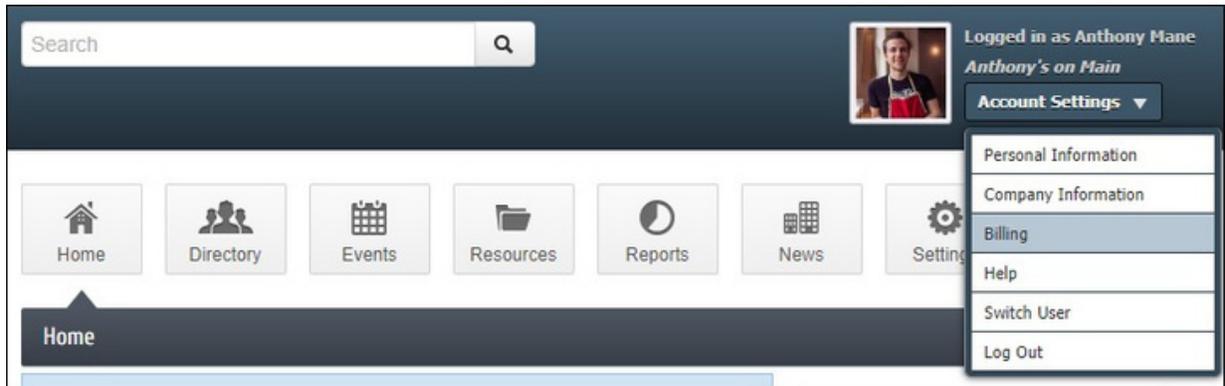
8. Click the **Add Profile** button. The new bank account will be listed as **Un-verified on the payment profiles screen.**

The screenshot shows the 'My Payment Profiles' section. 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.' Below this is the 'Current Profiles' section. It lists two profiles: 'VISA:*****0027-07/2027' and 'Greatwestern Bank:*****9302 - (Unverified)'. Each profile has a trash icon to its right. Below the list, it says 'Verification steps: Look for 2 snc deposits in your account in the next few days; edit the profile and enter those amounts.'

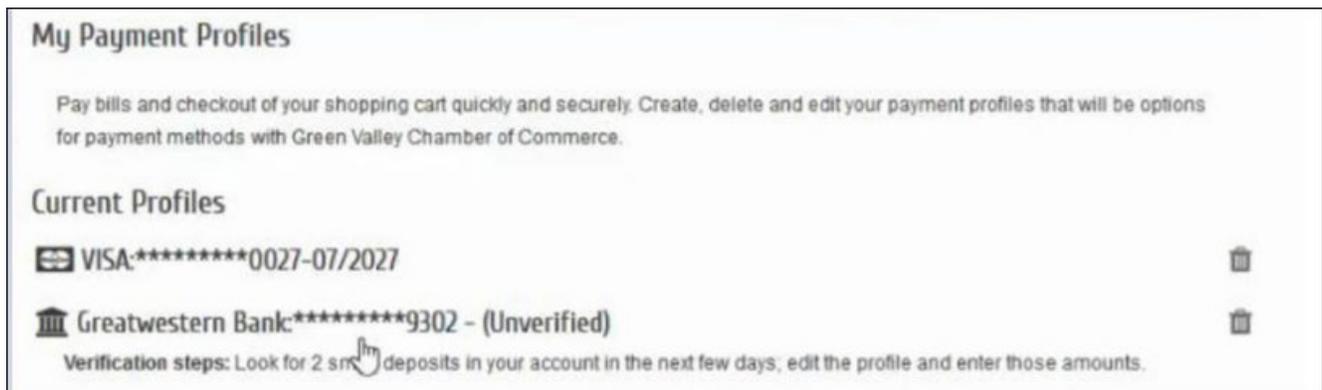
Complete Bank Account Verification

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 the "Payment Information" form. The form has several fields: "Account Number:" with a text box containing "*****9302"; "Routing Number:" with an empty text box; "Country:" with a dropdown menu showing "United States"; "Currency:" with a dropdown menu showing "United States Dollar"; and two "*Deposit Amount:" text boxes at the bottom, both empty.

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 displays the user interface of The Fauquier Chamber's Member Information Center (MIC). The top navigation bar includes a search field, a shopping cart icon with '2 Item(s)', a user profile icon, and an 'Account Settings' dropdown menu. Below the navigation bar are icons for Home, Directory, Events, Resources, News, and Settings. The left sidebar shows the 'Account Settings' menu with 'Billing' selected, indicated by a red circle with the number '2'. The main content area is titled 'Autopay And Billing' and features 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

At the bottom right of the table, there is a link that says 'Add/Manage Payment Profiles'.

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 Fauquier CHAMBER

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

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**.

The Fauquier CHAMBER

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

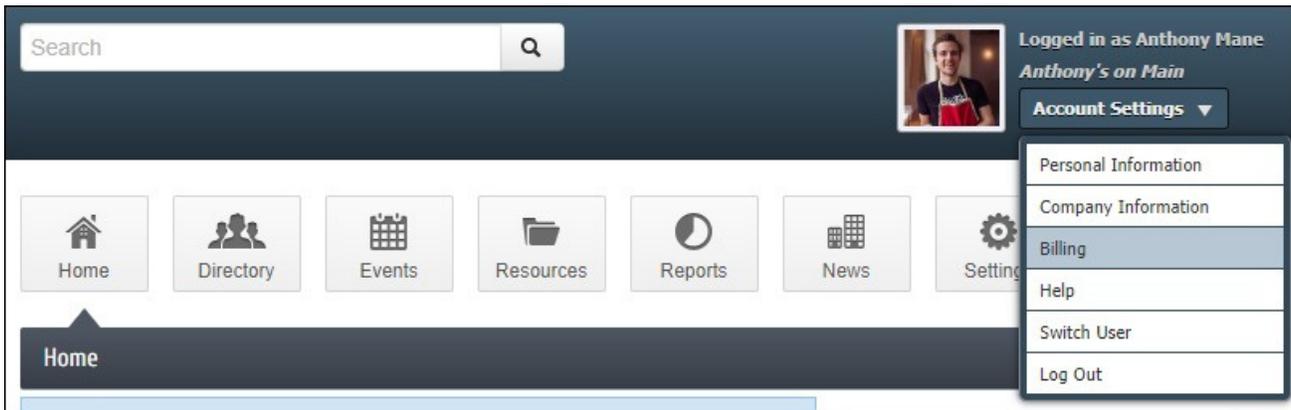
Name	Frequency	Next Bill Date	Next Bill Amount	Billing Contact	Payment Profile
Gold Membership	Annually	12 Jan 2024	\$600.00	Jaimi Peterson	<ul style="list-style-type: none"> Visa*****4242-01/2025 Visa*****4242-01/2024 Visa*****4242-01/2032
Enhanced Listing	Annually	Sep 2023	\$35.00	Jaimi Peterson	

Add/Manage Payment Profiles

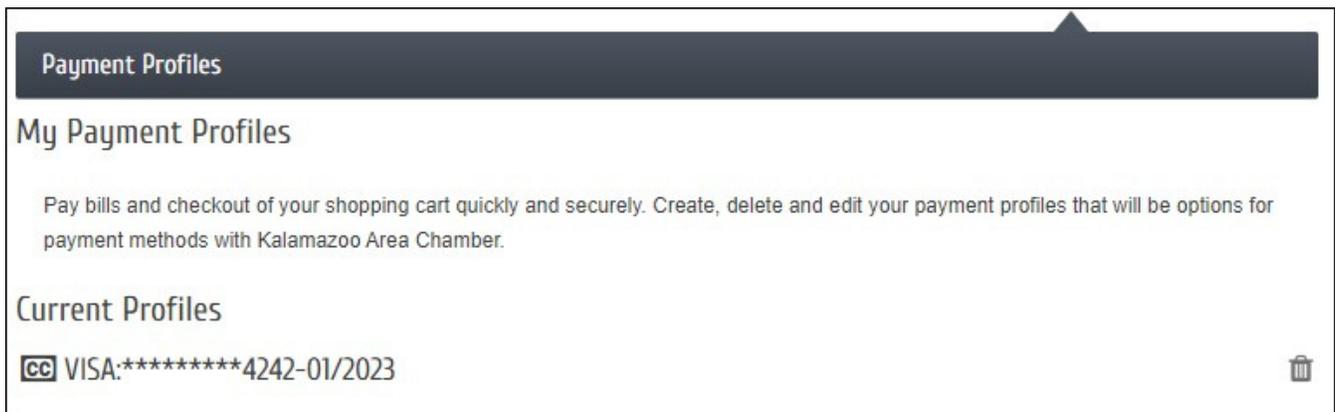
Manage Autopay in MIC

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.

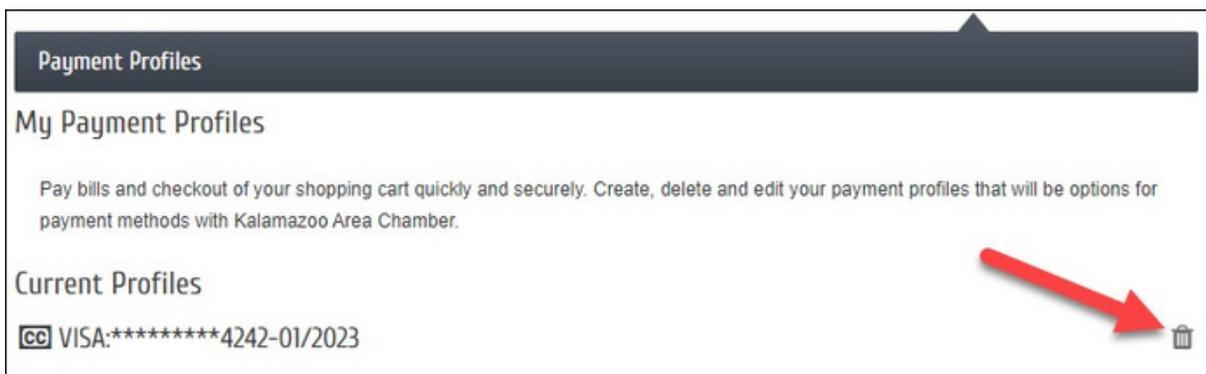
1. In the MIC, click **Account Settings** in the upper right.
2. Click **Billing**.



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**.

