

Autopay for Your Members

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 top navigation bar includes a search bar, a shopping cart with 2 items, and an account settings dropdown. Below this is a row of icons for Home, Directory, Events, Resources, News, and Settings. On the left, a sidebar menu shows 'Account Settings' with sub-items: Personal, Company (marked with a red 1), Billing (marked with a red 2), Payment Profiles, Make a Payment, Autopay & Billing (marked with a red 3), Transaction History, and Shopping Cart. 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 columns: Name, Frequency, Next Bill Date, Next Bill Amount, Billing Contact, and Payment Profile. The table lists two items: 'Gold Membership' and 'Enhanced Listing'. A link 'Add/Manage Payment Profiles' is located at the bottom right of the table.

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

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 screenshot shows the Green Valley Chamber of Commerce website. The header includes the logo, a search bar, a shopping cart with 2 items, and a user profile with an 'Account Settings' dropdown. The main navigation bar has links for Home, Directory, Events, Resources, News, and Settings. The left sidebar shows 'Account Settings' with sub-links for Personal, Company, and Billing. The 'Billing' section is expanded, showing 'Payment Profiles', 'Make a Payment', 'Autopay & Billing', 'Transaction History', and 'Shopping Cart'. The 'Autopay And Billing' section is active, displaying a 'Membership Fees & Dues' table. A red arrow points to the 'Manage Autopay' button in the top right corner of the 'Autopay And Billing' section.

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 screenshot shows the same website as before, but now the 'Save Changes' button is highlighted with a red box. The 'Membership Fees & Dues' table is still visible, and the 'Payment Profile' dropdown menu is open, showing three options: 'Visa:*****4242-01/2025', 'Visa:*****4242-01/2024', and 'Visa:*****4242-01/2032'. The 'Save Changes' button is located in the top right corner of the 'Autopay And Billing' section.

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	

[Add/Manage Payment Profiles](#)