

Follow these simple steps to securely store your payment profile and set up Autopay:

To Store a Credit Card in the Member Information Center (MIC):

1. **Login to the MIC:** [Login here](#)
2. Click **Add a New Payment Profile**
3. Enter your credit card details and click **Add Profile**

To Set Up a Bank Account (ACH):

1. **Login to the MIC:** [Login here](#)
2. Click **Add a New Payment Profile**
3. Select **US Bank Account**
4. Search for your bank, log in, and click **Add Profile**

OR

Click **Enter Bank Details Manually**, then enter your ACH details and click **Add Profile**

Note: Your ACH profile will initially appear as “Unverified.” Look for a \$0.01 deposit in your bank account with the description **ACCTVERIFY**. Once you see this, follow these steps:

- Click on the **Unverified Bank Account**
- Click **Edit Profile** and enter the 6-digit verification code (SMXXXX) that appears after ACCTVERIFY.
- Click **Update Profile**. If successful, your ACH profile will now be verified.

To Set Up Autopay (for Renewal Dues Only):

1. **Login to the MIC:** [Login here](#)
2. Click **Manage Autopay**
3. Select a payment profile from the dropdown menu and click **Save Changes**
4. Review your Autopay details, check the authorization box, and click **Submit**

Setting up Autopay helps us reduce time spent on membership billing, allowing our team to focus more on serving you.

We truly appreciate your participation in Autopay and thank you for your continued membership!