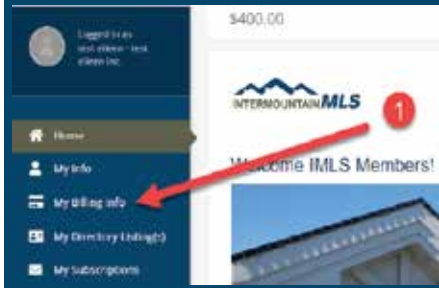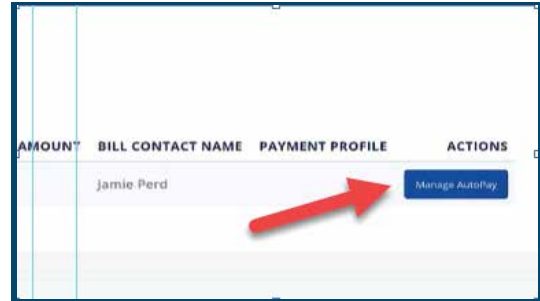# ADDING A PAYMENT PROFILE

AUTHORIZING AUTOPAY

Begin these steps from the **IMLS Gateway** page at www.paragonimls.com
click on the **Online Bill Pay** icon:

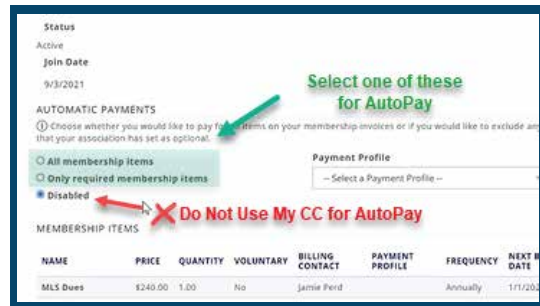**1.** To store a payment profile. Select **"My Billing Info"**

2. Go to "**Autopay & Billing**"

3. To add a payment profile, click the ⊕ **icon**

4. Submit your information and then click "**Done**" to add your card.

1. If you want to use your stored payment profile for AutoPay, click "**Manage AutoPay**"
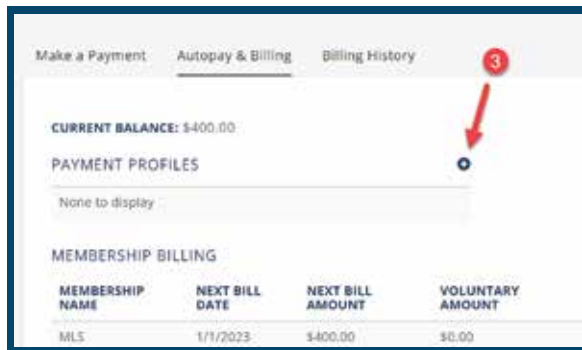

2. Select "**All membership items**" or "**Only required membership items**" for AutoPay.
(They have the same end result.)
*Select "**Disabled**" if you do NOT want your CC used for AutoPay.

3. Seeing your CC under "**Membership Billing**", indicates that the invoice is set to be paid with your authorized "**Payment Profile**".