

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 **O** icon



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

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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**".

