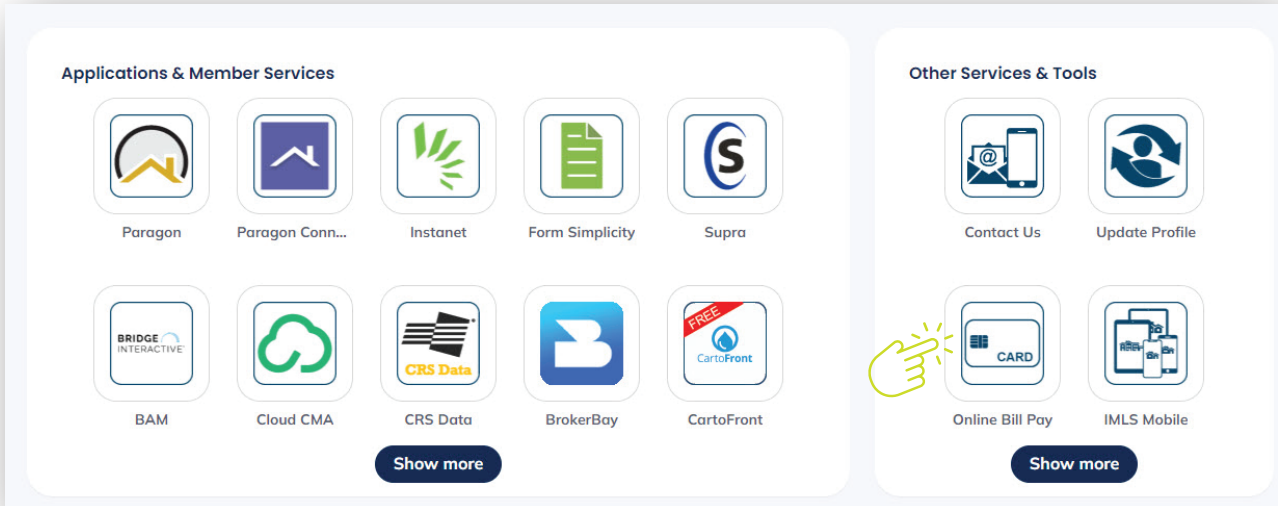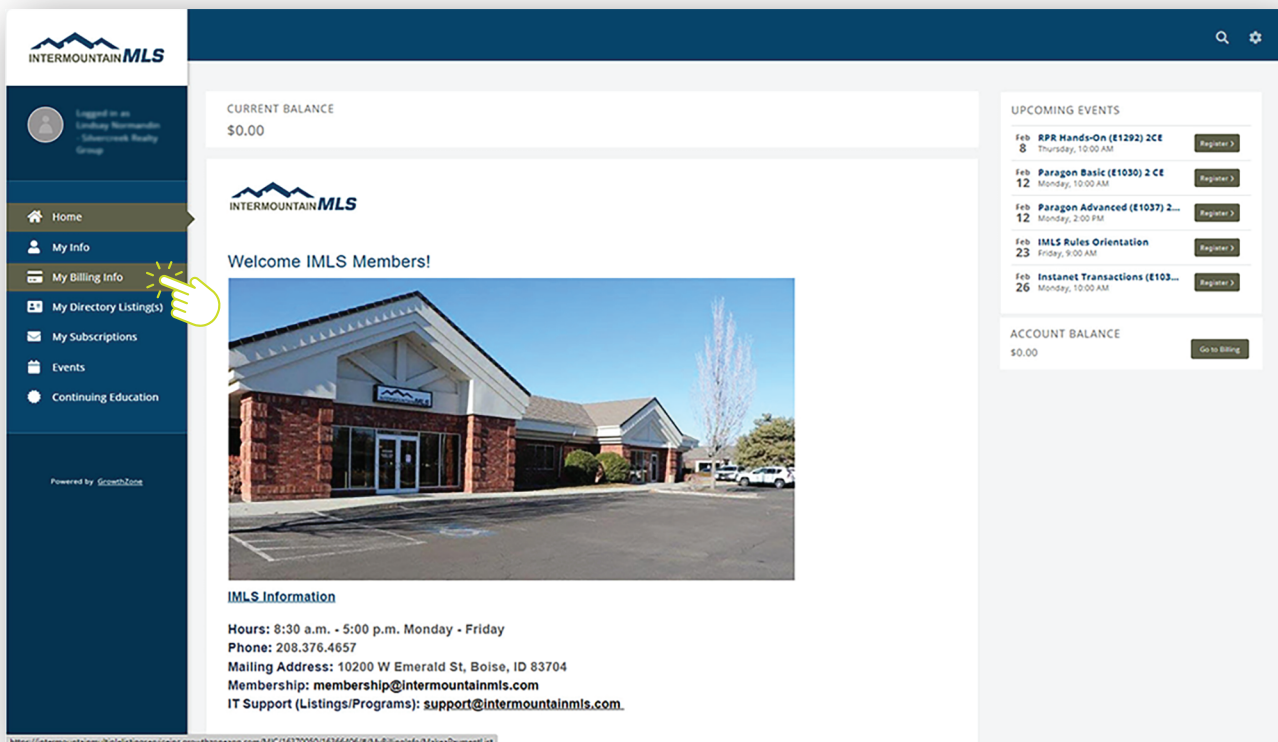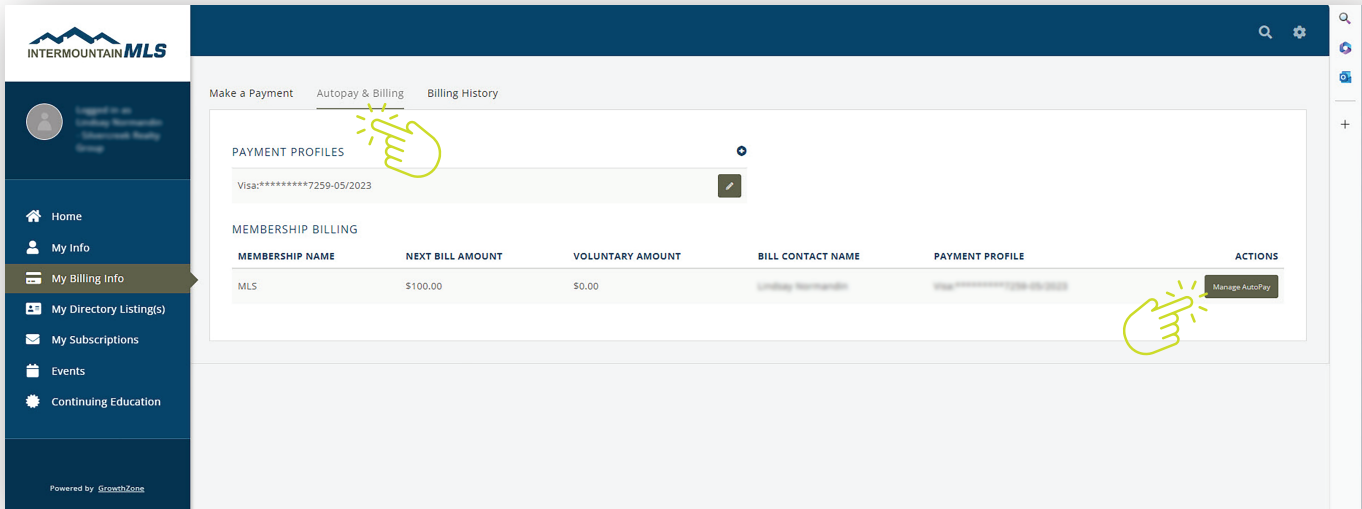# Authorize AutoPay

To authorize AutoPay from the IMLS **Gateway** page at www.imlsmember.com, **click the Online Bill Pay** tile.

You will then be directed to the Info Hub. Click on **My Billing Info** on the left hand side navigation menu.

Click on **AutoPay & Billing**, then click on **Manage AutoPay**.

Click on one of the **AUTOMATIC PAYMENTS Options**, then select your **Payment Profile**, and finally select **Done**.