

## 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.

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	Make a Payment Autopay &	Billing Billing History		0			+
谷 Home 은 My Info	Visa:*******7259-05/2023 MEMBERSHIP BILLING MEMBERSHIP NAME	NEXT BILL AMOUNT	VOLUNTARY AMOUNT	BILL CONTACT NAME	PAYMENT PROFILE	ACTIONS	
My Billing Info     My Directory Listing(s)	MLS	\$100.00	\$0.00	Undag Normandin	Vian ************************************	Manage AutoPay	
My Subscriptions						(3)	
Continuing Education							
Powered by <u>GrowthZone</u>							

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

	Edit	t Membership Details - MLS	e ×	Q ¢	0	l
	Make a Payment Autop M	EMBERSHIP DETAILS Status Active			<b>9</b>	
<ul> <li>Home</li> <li>My Info</li> <li>My Billing Info</li> <li>My Directory Listing(s)</li> <li>My Subscriptions</li> <li>Events</li> <li>Continuing Education</li> </ul>	Visa********7259-05	TYDMATIC PAYMENTS TOMATIC PAYMENTS Tomore you would like to pay for all items on your membership invoices or if you would like to exclude a at your association has set as optional. All membership items Only required membership items Disabled  Tyment Profile  Select a Payment Profile  EMBERSHIP ITEMS	iny items	ROFILE ACTIONS ***7259-05/2023 ManagerAdat/by		
Powered by <u>GranthZone</u>	N L	IAME PRICE QUANTITY VOLUNTARY BILLING PAYMENT PROFILE FREE MLS Quarterly \$100.00 1.00 No Qua Dues	QUENCY rterly Done			