

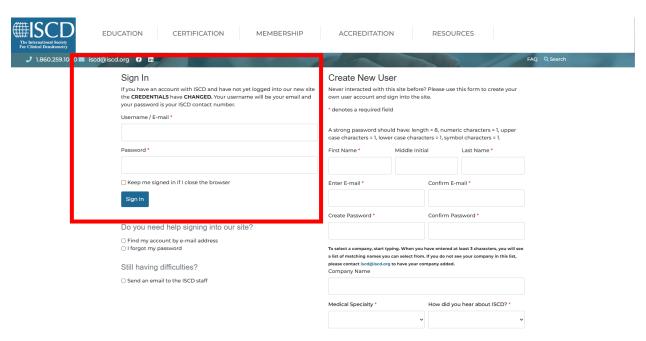
Utilizing Autopay

How to Set Up Autopay

- Start at <u>www.iscd.org</u>
- Click on LOGIN in the top right corner



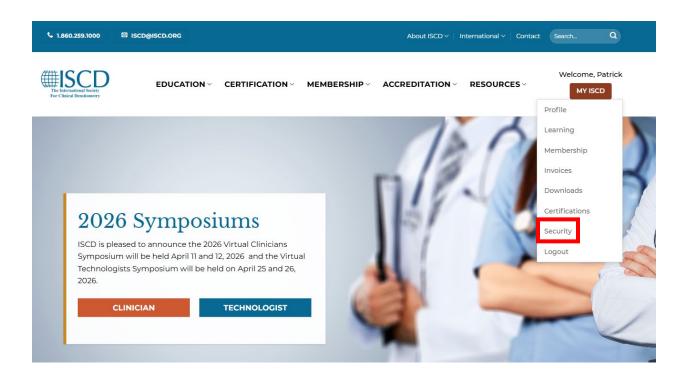
Enter your Login-email and Password, then press "Sign In"



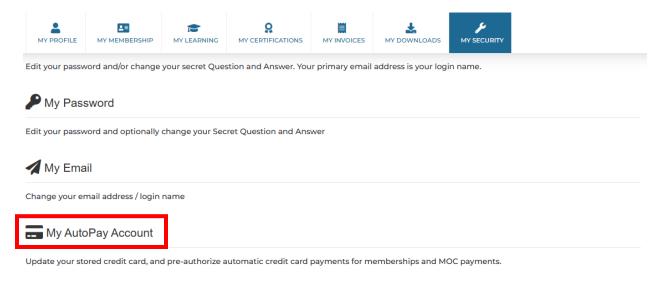


ISCD How-To Documents Utilizing Autopay

Hover over "My ISCD" at the top right of the screen, then select "Security"



Click on My Autopay Account





Utilizing Autopay

• Click on "Save New Payment Type."

Manage Credit Card for Automatic Renewals

Save a credit card for payment for automatic renewals. Please click 'Save New Payment Type' to provide details, then use the checkboxes below to indicate which types of renewals should use this card.

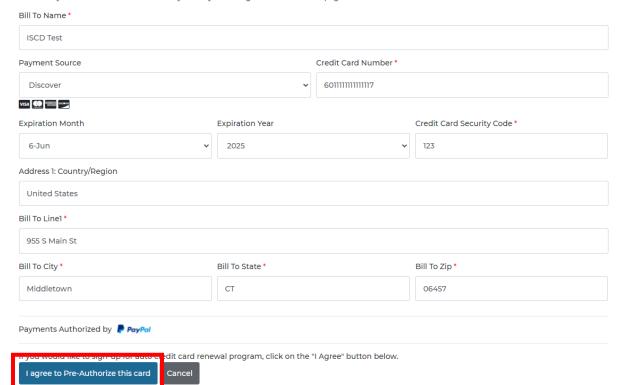


Fill Out All required fields, then Click "I agree to Pre-Authorize this card"

Manage Credit Card for Automatic Renewals

To simplify the annual renewal of your dues, we now provide you with this Credit Card Automatic Renewal option. Here's how it works:

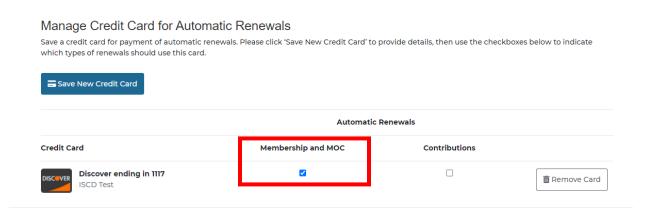
- Please provide a credit card that you would like to use for future payments on renewals.
- We authorize that credit card and save that pre-authorization. We do not save your credit card.
- When your renewal is due, we will automatically charge against that credit card pre-authorization for the amount due.
- We will not use this credit card pre-authorization for any other purpose than the one(s) that you approve.
- You may revoke this authorization at any time by removing this card from this page.





Utilizing Autopay

 Click the checkbox for each type of payment you would like to authorize to be automatic.



Alternatively, you can save a card as an Autopay option during the process of paying an active invoice.

From "My Invoices", Select the Invoice you wish to pay, and click Enter Payment

Please click on the Invoice number to view and print the details of an invoice. To select one or more invoices to pay online, click on the checkboxes. The amount charged to your credit card when you click the "Enter Payment" button will be the sum of the Balance Due amounts on all the invoices that you select. The purchase amount column identifies the full invoice amount.

~	Invoice Date	Invoice Number	<u>Description</u>	<u>Purchase Amount</u>	Balance Due
	11/08/2021	INV-13307-P3W2J6	Individual-New	\$300.00	\$300.00
				Total: \$300.00	Total: \$300.00

Total amount selected: \$300.00

Enter Payment



Utilizing Autopay

• Fill out the payment information, and then click the Checkbox to save your current card information for Autopay. Then click Enter Payment.

