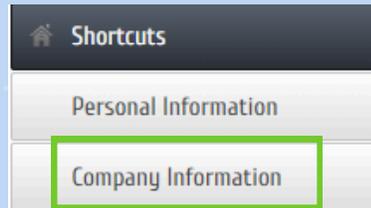


SET UP HASSLE-FREE AUTO BILLING

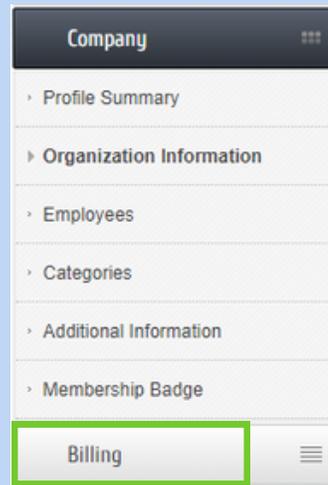
1 Log into MemberZone



Click on the "Company Information" tab on the left

2

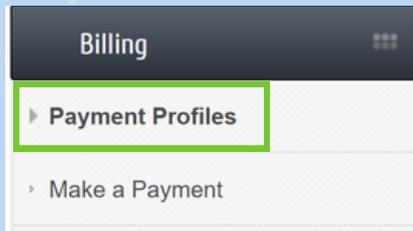
3 Click on the "Billing" subtab



Click on "Payment Profiles"

4

5 Click on "Add a new payment profile"



Put in your card information and select the box that says "Notify MWACA that I am interested in setting up automatic payments and select to use this profile for the recurring charges." Then click on "Add Profile" to save your payment method.

6

A screenshot of the 'Payment Information' form. The form has two radio buttons: 'Credit Card' (selected) and 'Bank Account'. Below the radio buttons, there are fields for '*Card Number:', 'Exp. Month:', and 'Exp. Year:'. The 'Exp. Month:' field has a dropdown menu with '01' selected, and the 'Exp. Year:' field has a dropdown menu with '2024' selected. At the bottom of the form, there is a checkbox labeled 'Notify Midwest Auto Care Alliance - MWACA that I am interested in setting up automatic payments and select to use this profile for the recurring charges.' This checkbox is highlighted with a green border.