## HomeBase Tips

**My Info:** Is all of your personal information correct? If you are a Primary RASCW member, you can update your personal information, create your professional bio, add yourself to Lists/Committees, as well as select languages you speak and let other members know if you are a Veteran. Click on the pencil, it's that easy!

**My Billing Info:** New year, new card? If you have a card saved in your account or are on auto pay, please check to see that the card you have on file is current. You can also edit your auto pay settings and view your Billing History to download payment receipts.

To add a card, go to My Billing Info > Autopay & Billing. Under PAYMENT PROFILES, click the + sign. Add your card information (double check for any typos!), and click DONE.

To delete a card, go to My Billing Info > Autopay & Billing. Under PAYMENT PROFILES, click the pencil next to the card you want to delete. In the lower left-hand corner, click the red DELETE button. Click OK.

To manage Auto Pay settings, go to My Billing Info > Autopay & Billing. Click on the blue Manage Auto Pay button for each line item. Under AUTOMATIC PAYMENTS< select the radial button for:

- All Membership Items: This will process for all required + any voluntary items
- Only Required Membership Items: This will process for only required items, no voluntaries
- Disabled: Turns off auto pay for this item

**My Directory Listing(s):** Update your personal information, email, website, phone number, etc. so the public can find you on RASCW.org under About Us > Find a Realtor®! Let others know you speak another language or are a Veteran.

**Events:** Check out the calendar for events coming up ~ we'd love to see you!

**Realtor® Directory:** Find an Agent near you! Click on Customize at the top to find one in your area, one that speaks a certain language, or one that is a Veteran. This is a great resource!

**Affiliate, MLS Users, MLS Offices Directories:** Affiliate, MLS User/MLS Only Member, or Office near you.

Check out Resources, links to benefits & information.

**Want to see more in HomeBase? Send suggestions to** Jen@wisre.com