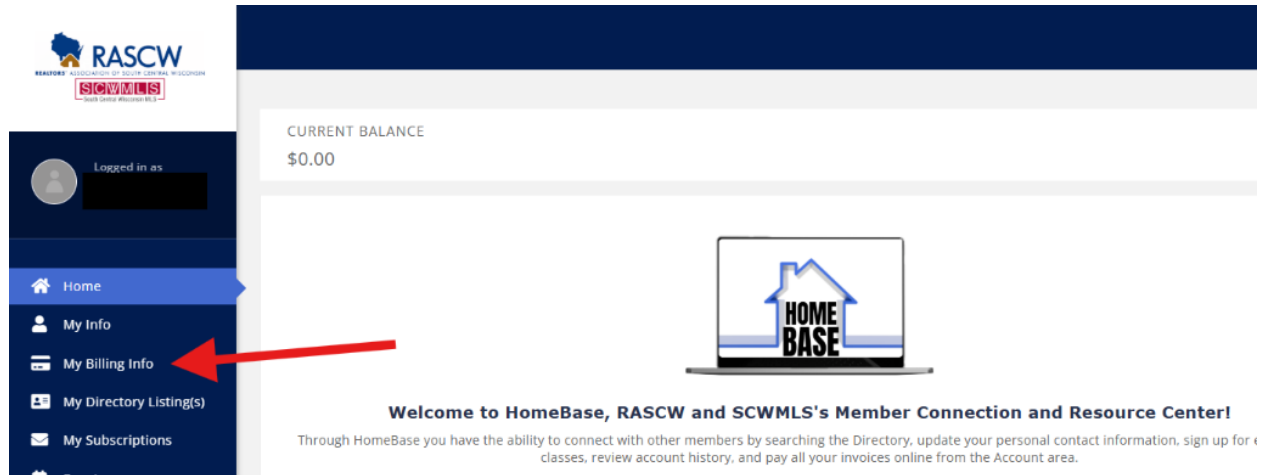
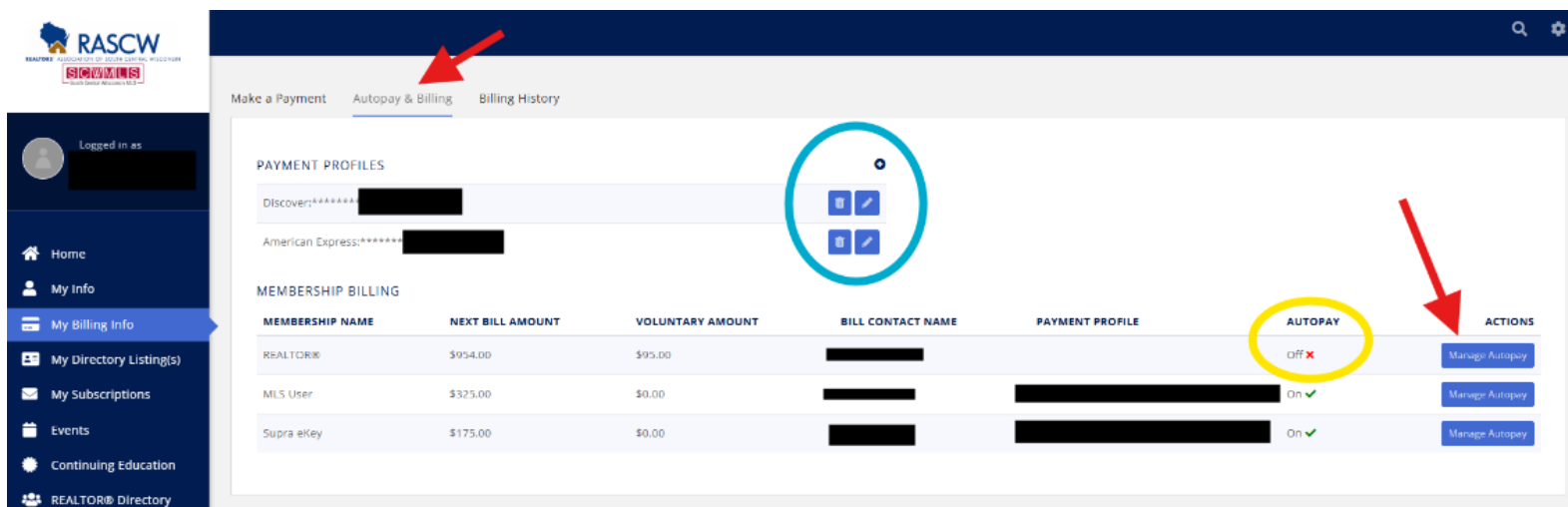


Setting up your Autopay

1. Log into your [HomeBase](#) account. If you have not already created an account, please [create one](#).
2. Once you are logged in, please navigate to the “My Billing Info” tab on the lefthand side (pictured below):



3. Once in the “My Billing Info” tab, click the “Autopay & Billing” tab at the top (red arrow). Here, you can do a number of things:



- a. **Blue Circle:** You can manage your payment profiles (Pencil icon), Remove a payment profile (Garbage Can Icon), or add a new Payment Profile (Plus Icon)

- b. **Yellow Circle:** This is where you can see if Autopay is turned on or off, and which payment method is selected (to the left).
4. **To add Autopay**, locate the membership you wish to set it up for, for example, REALTOR®
5. Click **“Manage Autopay”** (red arrow on the righthand side)
6. **Here you will see the following:**

Edit Membership Details - REALTOR® ×

MEMBERSHIP DETAILS

Membership Number

90188681

Status

Active

Join Date

1/12/2022

AUTOMATIC PAYMENTS

① Choose whether you would like to pay for all items on your membership invoices or if you would like to exclude any items that your association has set as optional.

☐ All membership items
☒ Only required membership items
☐ Disabled

Payment Profile

-- Select a Payment Profile --
▼
+

7. **Yellow Square:** This is where you enable (or disable) Autopay. Select one of the two options to enable:
 - a. **All membership items:** This includes all membership dues INCLUDING voluntaries. **If you do not want Autopay to charge the voluntaries, do not select this option.**
 - b. **Only required membership items:** This includes ONLY the required dues, and does NOT include the voluntaries. Choose this option if you do not wish to be automatically charged the voluntaries.

8. **Red Square:** This is where you add your payment profile, or choose one that was already added.

- a. To add a new payment profile, click the PLUS + icon and enter your payment information. Then, click Done.
- b. Please make sure that the **correct** payment method is in the box:

AUTOMATIC PAYMENTS

 Choose whether you would like to pay for all items on your membership that your association has set as optional.

- ☐ All membership items
- ☐ Only required membership items
- ☒ Disabled

Payment Profile

American Express:*****  

9. Now, click **Done**.

10. You should now see a green checkmark under Autopay, along with your chosen payment profile:

MEMBERSHIP BILLING

MEMBERSHIP NAME	NEXT BILL AMOUNT	VOLUNTARY AMOUNT	BILL CONTACT NAME	PAYMENT PROFILE	AUTOPAY	ACTIONS
REALTOR®	\$954.00	\$95.00		American Express:***** 	On 	Manage Autopay

11. Your Autopay is now set up!

Please remember that it is each member's responsibility to ensure their payment information on file is accurate and up to date.

Members are responsible for ensuring their payment is successfully completed on the due date to prevent late fees or interruption of membership benefits. You will receive an email if your payment is unsuccessful.

For any questions or concerns, please contact us at member@wisre.com or 608-240-2800

Thank you for your continued Membership!