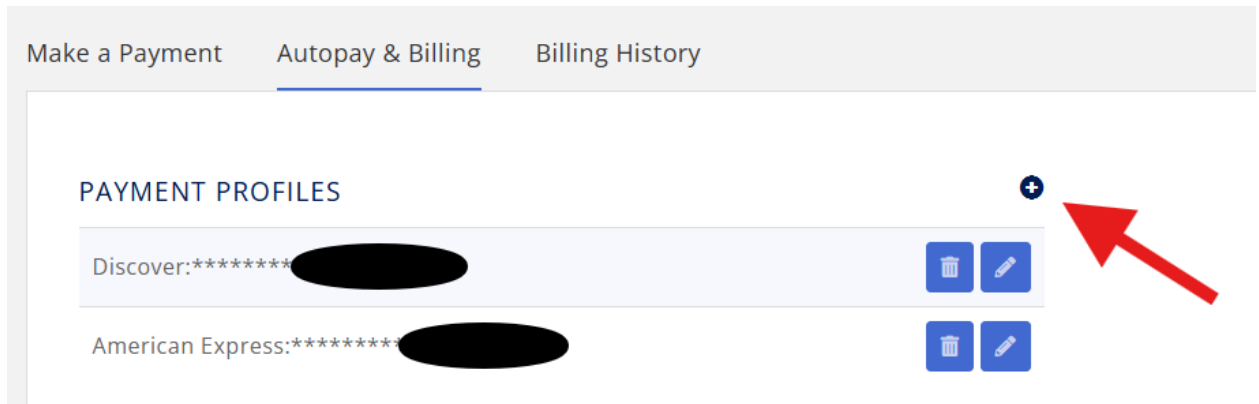


Updating your Autopay Payment Profile:

1. Log into your [HomeBase](#) account. **If you have not already created an account, please [create one](#).**
2. If you wanted to update or add a new payment profile, please click the **PLUS + icon** under “Payment Profiles”



3. Enter your new payment details and then click **Done**.
4. **IMPORTANT:** Once added, you must go to **Manage Autopay** and update the 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

Cont. on page 2

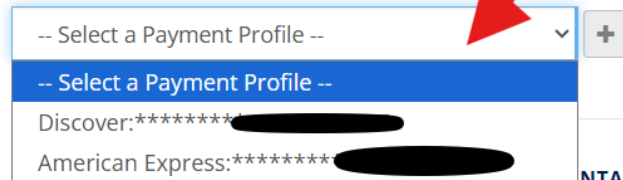
5. Select the new **Payment Profile** from the dropdown:

AUTOMATIC PAYMENTS

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

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

Payment Profile



6. Click **Done**.

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!