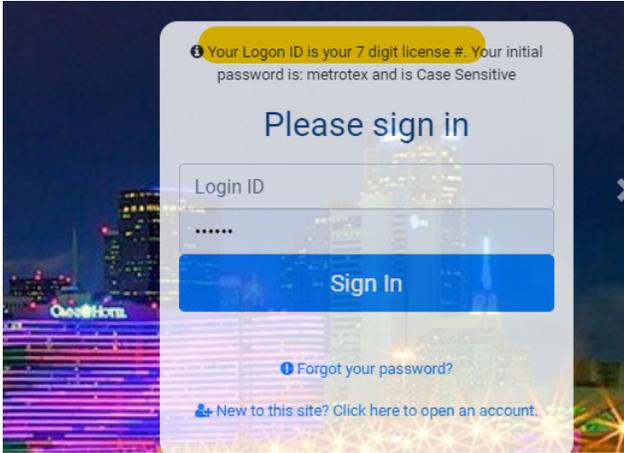
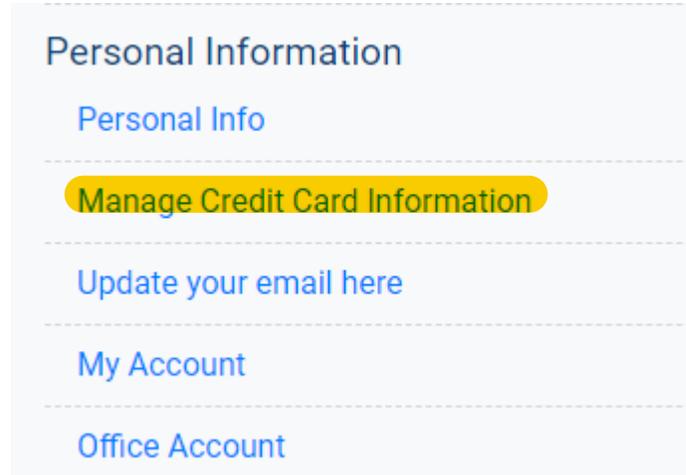


HOW TO SETUP AUTOPAY AND/OR REMOVE OUTDATED CARDS

Log in to Member Portal www.mymetrotex.org



Under Personal Information select Manage Credit Cards



On the next screen You may **Add a new Credit card**, if one has not previously been entered, or Modify an existing card

Credit Card Information

Please select the credit card you wish to modify

Credit cards on file

Visa (*****8888, exp.06/23) ▾

[Add a new Credit Card](#)

[Submit](#)

To Add a new Credit Card, click on the blue "Add a New Credit Card" link and fill out the informational form.

To Setup or Modify an existing card for autopay, select and highlight the card from the drop down selector on the right of the card, then click on the "Submit" button. Next, scroll down to **Autopayment Choices**.

The **Auto-payment Choices** section of the next screen allows you to manage the following:

- When adding or modifying your autopay selections, you may check/uncheck individual boxes or "**Select All**". Then click on the **Submit** button to save your selections. If you have chosen the autopay feature, your card is automatically kept securely on file.
- If you do not wish to choose auto pay, but would like to keep your card on file for future payment convenience, simply change the selector from "No" to "Yes", then click on the **Submit** button.
- If you would like to remove a card, click "**Delete this Card**".

Autopayment Choices

ⓘ Allow association to use this credit card for automated dues payments. Please note that you can only have one credit card on file for autopay at a time. Update your credit cards accordingly. Thank you.

Checking one or more items below will enable auto payment.

[Select All](#)

[Deselect All](#)

- MetroTex Commercial Data Excha
- Annual Board Dues
- MLS Quarterly Billing
- Annual Keycard Fee

Payment Processed 0315, 06/15, 09/15, 12/15

Payment processed 10/31

Payment Processed 02/28, 05/31, 08/31, 11/30

Payment Processed 05/31

Keep On File

Yes ▾

[Submit](#)

[Delete this Card](#)