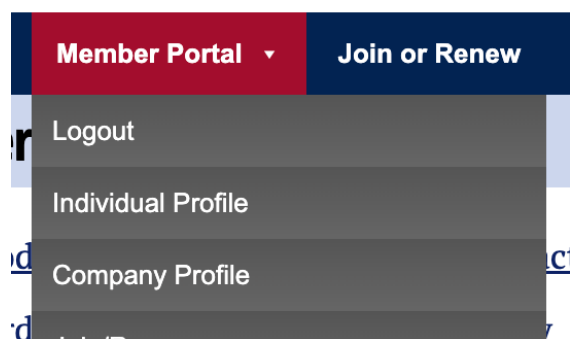


How to add ACH or a credit card as a saved payment option

Login to member portal

Click on “Individual Profile ” or “Company Profile” depending on which account you need to update.

Note: Individual and Company Profiles have different logins. Only the Owner/Primary Contact and Secondary Contact listed on the Company Profile may access the Company Profile.



Select “Saved Payment Options”

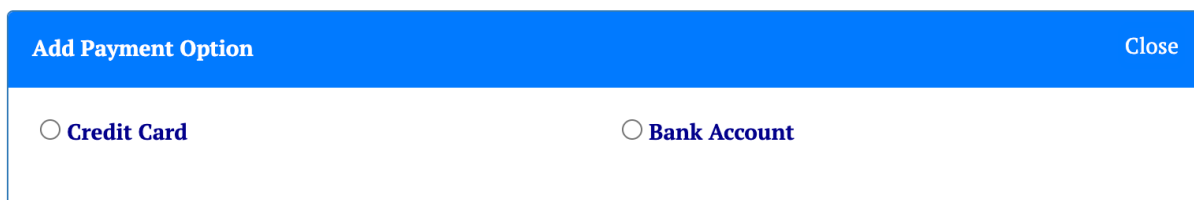
[Personal Information](#) [Modify Information](#) [Modify Contact Information](#)
[Modify Demographics](#) [Order History](#) [Order Item History](#) [Pay Invoices](#) [Addresses](#)
[Change Password](#) [Committees](#) [Change Company Affiliation](#) **Saved Payment Options**
[Recurring Payments](#)



Click on “Add New” in the blue bar.

Select “Credit Card” to add a new credit card.

Select “Bank Account” to add a bank account for ACH transactions.



You may add any many different payment options as you would like, and you may designate which payment method is used for any recurring payments (ex. membership, One Fund, Legal Action Fund, Media Campaign, Foundation and CompPAC)

Note: Any CompPAC investments MUST be paid with a PERSONAL credit card or bank account per Federal regulations.

Fill in the fields to add credit card, the click "Save".

Add Payment Option Close

Credit Card **Bank Account**

Card Number: **Exp. Date:** **Sec. Code:**

Billing Address

First Name: **Last Name:**

Street:

City: **Country:**

Zip: **State:**

Fill in the fields to add a bank account for ACH transactions, select the “account type” and click “Save” when finished.

Add Payment Option Close

Credit Card **Bank Account**

Name On Account:

Bank Name: **Account Number:** **Confirm Account Number:**

Routing Number: **Account Type:**

Billing Address

First Name: **Last Name:**

Street:

City: **Country:**

Zip: **State:**

Account Type:

- ✓ Account Type...
- Personal Checking
- Personal Savings
- Business Checking

Once you have finished adding the “Saved Payment Options” be sure to choose which one is the “Preferred Payment Method” or default payment method. If you do not choose, the first one entered will be auto-selected as the Preferred Payment Method. For any purchase you make online you will be able to select from saved payment options in your account. The “Preferred Payment Method” will be used for any recurring payment unless it has been changed in your profile.

To update recurring payments already in place.

Click on Recurring Payments and a list of all your recurring payments with the payment type will show. To edit the payment for that Item, click on the “+” next to the item name.

A list of your “Saved Payment Options” will show.

Select the radio button of the “Saved Payment Option” you would like to use.

Then click “Save”.

[Personal Information](#)

[Modify Information](#)

[Modify Contact Information](#)

[Modify Demographics](#)

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Manage Your Recurring Payments		
Item	Due Amount	Due Date
+ Technician Annual Membership - Autopay	\$150.00	4/1/2023