

NACHW MemberClicks – Payments and Auto-renew

We have recently launched our **auto-renew** feature, which will automatically renew your membership using a saved payment method once your expiration date is reached. To activate it, **you must first renew through** the “Membership Registration/Renewal” form available on the right side of the Member’s Home page so you can reenter your credit card information and confirm whether you want to turn on automation or not. If you chose not to turn on auto-renew, you can use various manual renewal options in the future, which are listed further in this document.

One-time setup of auto-renew/renewing through the Membership Registration/Renewal form:



Click on the button designated by the arrow and fill out the form as instructed. When you reach the Membership Type dropdown menu, the checkbox for the auto-renew option will be present. It is **checked on** by default, so if you don't want to use auto-renew, make sure to uncheck it.

Membership

Choose a member type below to join as a new member.

Member Type*

Individual

Membership Options

1 year - \$125.00 (through Dec 31, 2018)

Automatically Renew

Once you have made your choice, finish the form, and enter your credit card information. This card will be charged for your next year of membership which you have just renewed or newly registered for. It will also be charged for every new year of membership automatically if you have chosen to use auto-renew.

Payment

Total: \$100.00

How would you like to pay?

Pay now

Credit Card Payment

First Name

Jane

Last Name

Doe

Credit Card Number

Credit Card Type

Manual renewal options

If you have elected not to use auto-renew on your account, there are three ways of manually renewing.

Membership Registration/Renewal form: The same as the process described before. You can manually renew with this form during your renewal period – starting 30 days before expiration. **Make sure to not check off auto-renew each time you fill it out if you want to continue to renew manually.**

Renewal notification emails: Members will receive automatically generated renewal invoices that will be sent a short while before their membership expires (note: these will be sent regardless of whether the automatic renewal has been turned on by the user – those with auto-renew turned on can ignore the invoices if they plan to let their account auto-renew when the expiration date arrives). By clicking the “Click here to pay this invoice” link in the email, the user will be able to pay through the automatically generated invoice online and renew their membership.

Renewing from member profile: Individuals whose memberships are expiring shortly or are expired are able to renew by accessing their member profile.

To access the member profile:

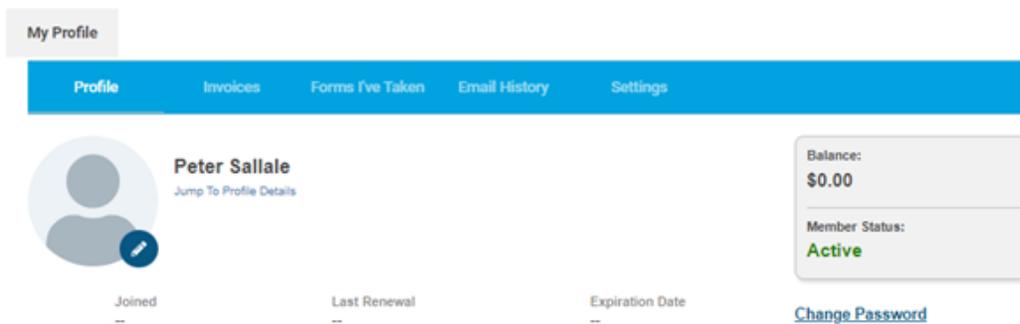
1. Log in to your account.
2. You should be in the member's area. If you are not automatically taken there, click the "Member Home" link at the top-right of the page.



3. Click on the "my profile" option.



At the top right of your member profile, you should see a section listing your balance and member status.



Clicking "Renew Now" will take the member to their open renewal invoice, and "Pay Invoice" will allow them to pay online with a credit card and renew.

Balance:

\$375.00

[View Invoices](#)

Member Status:

Lapsed

Your membership has lapsed.

[Renew Now](#)

Invoice Number: **2787**

Amount Due: **\$375.00**

[Download Invoice](#)

[Pay Invoice](#)