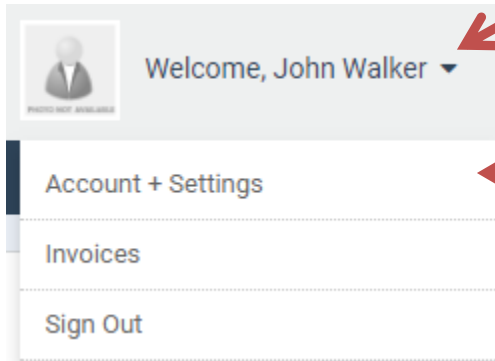


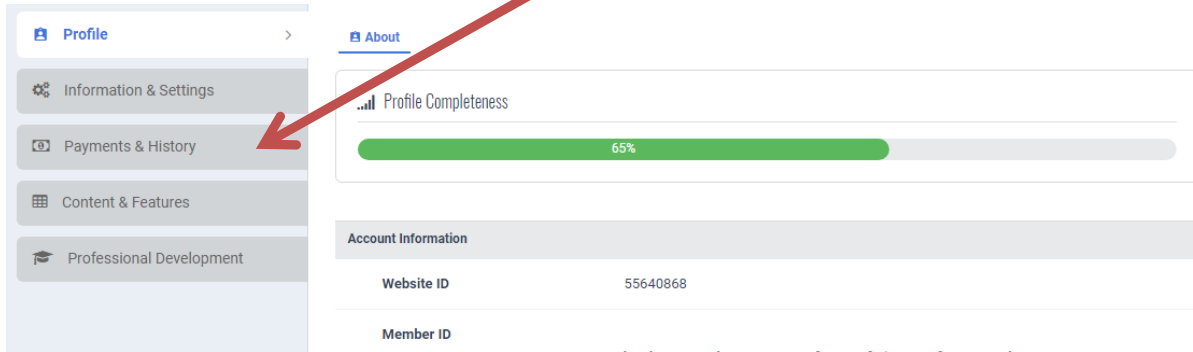
Updating Or Revising Your Recurring Monthly Payment Options

Click on the **“Welcome Member”** down arrow key on the Welcome tab in the upper right hand tool bar.

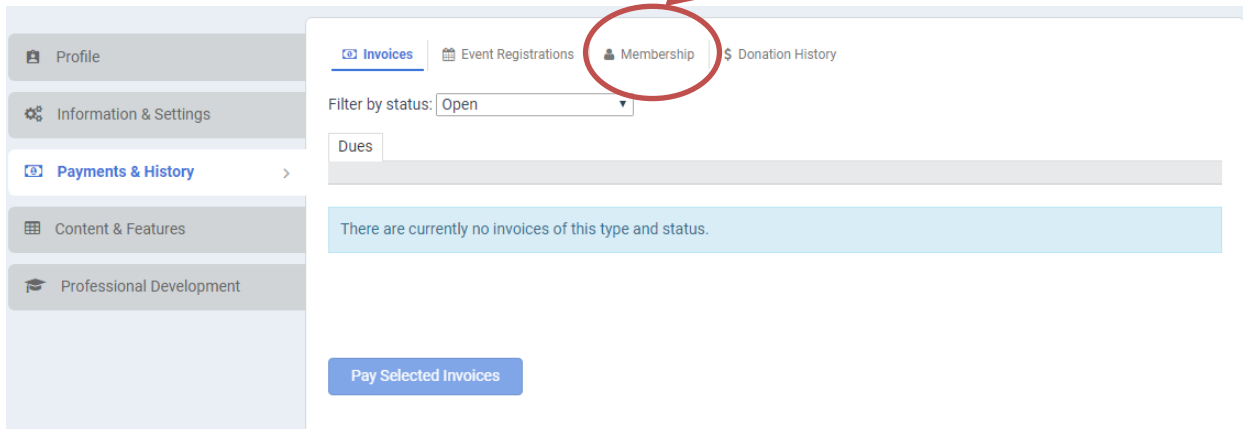


Click on **Account + Settings**

Select **Payments & History** option on the left side of the screen.



Click on the **membership tab** on the tool bar.



Profile | Information & Settings | **Payments & History** | Content & Features | Professional Development

Invoices | Event Registrations | **Membership** | Donation History

John Walker
 Non-Certified or Part-time-Pay Monthly
[View/Print My Membership Card](#)

Your membership is current through 10/18/2018.

Please note: It appears you have a transaction that is still open (it may change once this transaction has been processed and closed).

Click on the Credit Card icon located under the Options heading.

Options	Status	Transaction Date	Processed	Type	Membership	Amount	Balance
	Open (Awaiting Auto-Bill)	10/18/2018	N/A	Credit Card	Non-Certified or Part-time-Pay Monthly	\$5.25	\$5.25
	Closed	18 hours ago	18 hours ago	Credit Card	Non-Certified or Part-time-Pay Monthly	\$5.25	\$0.00

Update the payment information located on the screen.

Profile | Information & Settings | **Payments & History** | Content & Features | Professional Development

Invoices | Event Registrations | Membership | Donation History

[View Invoice/Receipt](#)

You may use this form to update your Payment & Billing Information. The new information you provide will be used to process your next payment and any future transactions related to it. Updating your Payment & Billing Information will not result in any immediate charge to you. Your payment will be processed using the new information you provide on its originally scheduled date.

Invoice Information

Invoice Number	300000143	Member Name	John Walker
Invoice Date	9/18/2018 3:13:32 PM	Invoice Amount	\$5.25
Balance Due	\$5.25		

Payment Information

Payment Type

ACH/E-Check (US banks only)
 Credit Card

Name on Card *

Card Type *

Card Number *

Card CVV Number * (What is this?)

Exp. Date * / (mm/yyyy)

E-mail Address *
 PAYMENT RECEIPT WILL BE SENT TO THE ADDRESS YOU SPECIFY

Choose the payment method ACH –E-Check (bank draft) or credit card that fits your payment needs.

Payment Instructions with Credit Card Option

Invoice Number	300000143	Member Name	John Walker
Invoice Date	9/18/2018 3:13:32 PM	Invoice Amount	\$5.25
Balance Due	\$5.25		



Payment Information

Click on the Credit Card button

Payment Type

- ACH/E-Check (US banks only)
- Credit Card

Select the card type by clicking the down arrow key. Next, select credit card type: American Express, Discover, Visa or Master Card.

Name on Card *

Card Type *

Card Number *

Enter the card number here, no spaces

Card CVV Number *

 (What is this?)

Enter the CVV number

Exp. Date *

 / (mm/yyyy)

Enter Card Expiration Date

E-mail Address *

PAYMENT RECEIPT WILL BE SENT TO THE ADDRESS YOU SPECIFY

Billing Information

Organization

Address *

City/Town *

Country *


Update the Personal Information section of my profile with the address and organization information entered above.

Submit Updated Information

Scroll down and click on the **Submit Updated Information** button

Payment Instructions with ACH/E-Check Option

Invoice Date	9/18/2018 3:13:32 PM	Invoice Amount	\$5.25
Balance Due	\$5.25		



Payment Information

Payment Type

ACH/E-Check (US banks only) Click on the **ACH/E-Check** button.
 Credit Card

Name on Account *


Account Type * Select the bank account by clicking the down arrow key. Next, select personal checking or savings account.

Account Number *
 (confirm)

Bank Code * (Routing Number) Enter **account number** and **routing number** here.

E-mail Address *
PAYMENT RECEIPT WILL BE SENT TO THE ADDRESS YOU SPECIFY

SAMPLE



Routing Number Account Number

Billing Information

Organization

Address *

City/Town *

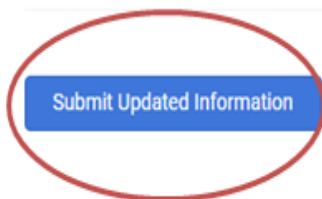
Country *

State *

Postal Code *

Phone *

Update the Personal Information section of my profile with the address and organization information entered above.



Scroll down and click on the **Submit Updated Information** button

Printing an invoice to reflect payment status.

[Invoices](#)  Click on the **Invoices** tab.

[Event Registrations](#) | [Membership](#) | [Donation History](#)

[View Invoice/Receipt](#)

You may use this form to update your Payment & Billing Information. The new information you provide will be used to process your next payment and any future transactions related to it. Updating your Payment & Billing Information will not result in any immediate charge to you. Your payment will be processed using the new information you provide on its originally scheduled date.

Invoice Information

Invoice Number	300000143	Member Name	John Walker
Invoice Date	9/18/2018 3:13:32 PM	Invoice Amount	\$5.25
Balance Due	\$5.25		



Payment Information

Payment Type

ACH/E-Check (US banks only)
 Credit Card

Name on Card *

Card Type *

Card Number *

Card CVV Number * [\(What is this?\)](#)

Exp. Date * / (mm/yyyy)

E-mail Address *
PAYMENT RECEIPT WILL BE SENT TO THE ADDRESS YOU SPECIFY

Printing your invoice

Click the **Print** button to produce a hard copy of your invoice.



Invoice

Mississippi Professional Educators

P.O. Box 22550

Jackson, MS 39225-2550

Date	Invoice #
10/18/2018	300000143

Bill To
John Walker 1860 King street Forrest, MS 39924 United States

Member Information
Mr. John Walker 1860 King street Forrest, MS 39924 United States

PO	Terms	Due Date
	Due on receipt	10/18/2018

Date	Description	Amount
10/18/2018	Non-Certified or Part-time-Pay Monthly	\$5.25
	Total	\$5.25
	Balance Due	\$5.25