Member AutoPay Setup

To enable AutoPay - go to *Reports/Invoices*.
Click the option *Manage Payment Profiles.*

| Home | Add Listing | My Listings | Search | Saved Listings Cart | Reports/Invoices | Roster | Contacts | My CMAs | News & E |

Home / Reports

Central Hill Country Board of REALTORS®

Performance Reports

Member
Select Report

Firm
Select Report

MLS
Select Report

Invoices | Polling

Invoices

Results per Page   25

Paid/Unpaid   Unpaid

Refresh Page   Manage Payment Profiles

Customer Search

Click on column headers to sort

You will see your Payment Profiles.
Under the AutoPay column - you will see Setup.
Add your Payment Profile

Add New Payment Profile

Please select Association Name and click on Add Payment profile

Association Name

Add Payment Profile

Your Payment Profiles

First Name	Last Name	Card Type	Memo	Association	AutoPay	
		Master Card			Setup	Delete
		Master Card			Disable (PersonalDues)	Delete

Select the option - *Use this AutoPay Profile to Pay*, Read and acknowledge the disclaimer, and *Enable AutoPay*.

AutoPay Setup

User Name:

Profile Name:

Company Name:

Use this AutoPay Profile to pay:

[Any invoice type ⌄]

Please read and acknowledge the following:

By selecting "Enable AutoPay using Payment Profile", you are consenting to the use of the credit card on file in your E-commerce Payment Profile for payment of invoices generated by NAVICA® Streamline AMS® on behalf of your local Board or Association of REALTORS®. E-commerce Payment Profile information is stored by the National Association of REALTORS® (NAR). Credit card information is not visible to Systems Engineering, Inc. (SEI) staff.

☐ **Check here to confirm you have read and understand this disclaimer**

[Close]   [Enable AutoPay]

AutoPay will automatically bill on the due date of the invoice. If the due date falls on a weekend, it will be processed the following business day.

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