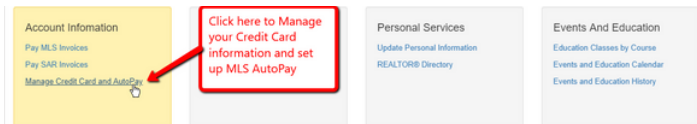


INTERNET MEMBER SERVICES

HOW TO GUIDE

HOW TO SETUP/MANAGE MLS AUTOPAY:

UNDER ACCOUNT INFORMATION
CLICK "MANAGE CREDIT CARD AND AUTOPAY"



CLICK: CLICK ON "ADD NEW CREDIT CARD"



Credit Card Information

[Add a new Credit Card](#)

Click "Add a new Credit Card"

ENTER: ENTER YOUR CREDIT CARD INFORMATION & BILLING ADDRESS. THEN SELECT "YES" FROM THE "ALLOW AUTO PAYMENT" DROP DOWN MENU & SUBMIT



Credit Card Information

Please enter your credit card information below

Credit Card Type: American Express

Credit Card Number: [] Card Security ID: []

Expiration Date: 01 / 2018

Keep On File: Yes

Allow Auto Payment: Yes

Allow Summit MLS to use this credit card for automated monthly MLS fees

Enter your Credit Card Information

SELECT "YES" FOR AUTOPAY!

Credit Card Billing Address

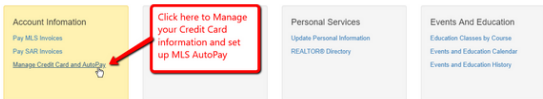
Name on Credit Card: []

Address: []

Enter your Billing Address & Submit!

**CONFIRM
MODIFY
OR DELETE:**

CLICK "MANAGE CREDIT CARD AND AUTOPAY"



CLICK: SELECT THE CARD YOU WANT TO CHANGE OR DELETE, OR CLICK ON "ADD A NEW CREDIT CARD"



Credit Card Information

Please select the credit card you wish to modify

Credit cards on file: Visa (*****)1234 exp.12/34 [Add a new Credit Card](#)

Submit

UPDATE:

YOU CAN UPDATE THE CARD SECURITY ID, THE EXPIRATION DATE OR THE BILLING ADDRESS AS NEEDED

OR DELETE THE CARD AND ADD A NEW ONE, OR REMOVE ALL CARDS TO STOP AUTOPAY

Please update your credit card information below

Credit Card Type: Visa

Credit Card Number: 1234 Card Security ID: 123

Expiration Date: 12 / 34

Keep On File: Yes

Allow Auto Payment: Yes

Allow Summit MLS to use this credit card for automated monthly MLS fees

Credit Card Billing Address

Name on Credit Card: []

Address: PO Box 2387

City: Salem

State: CO ZIP: 80433

Buttons: Update Security ID, Update Expiration Date, Update Billing Address, Delete this Card