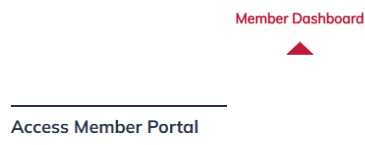


How to Add a Payment Method to your APsA Account and/or How to Authorize Automatic Dues Payments

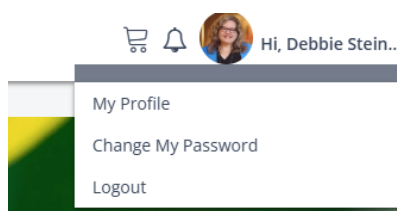
LOGIN

- Login to apsa.org (*use the email address on file with the National Office*)
- From the Member Dashboard page, click on 'Access Member Portal'
- Continue with Steps 1 & 2

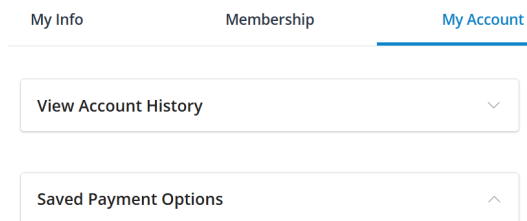


STEP 1: Adding a Payment Method

- Access the drop-down menu by clicking on your name and choosing 'My Profile'

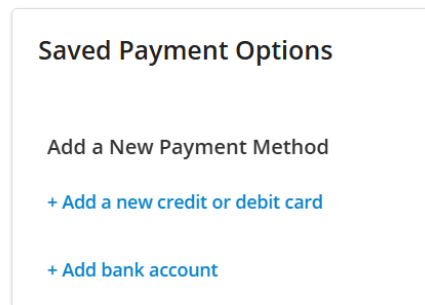


- Next click on 'My Account' and open 'Saved Payment Options'



- Now add a new payment method or review/change a saved one:

- **Payment Method on file:**
It will show here, please double-check that the credit/debit card will not be expiring over the next 90 days and update the card if it is expiring
- **Need to Add a Payment Method?**
This is where you can *Add a payment method (make sure you save it)*



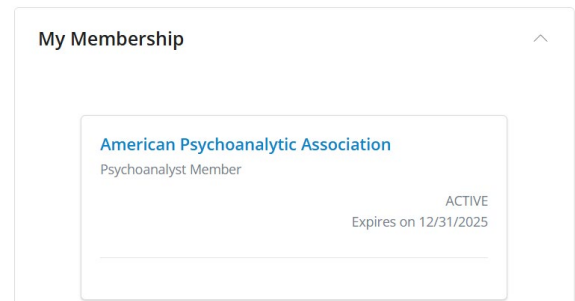
- You now have a payment method on file that is accessible for dues payments or when registering for a meeting.

Note: Saving a Payment Method does not add you to automatic dues payments – continue with Step 2 to opt-in to automatic annual dues payments.

STEP 2: Authorizing Automatic Dues Payments

- After you have added a payment method or checked the current one on file, click on the 'Membership' tab in the same section where you see 'My Account'.
- Click on the American Psychoanalytic Association member box.

My Info **Membership** My Account



- This brings you to a page that contains 'Billing Information'
- You will see your saved payment method here (if payment method is missing, please repeat Step 1 to add it and make sure you hit save).

Billing Information

☐ Automatic Payments: Please automatically renew my membership when it expires.

Payment Method: No Saved Payment Method

✓ **To Opt-In – simply click on the box allowing Automatic Dues Payments.**