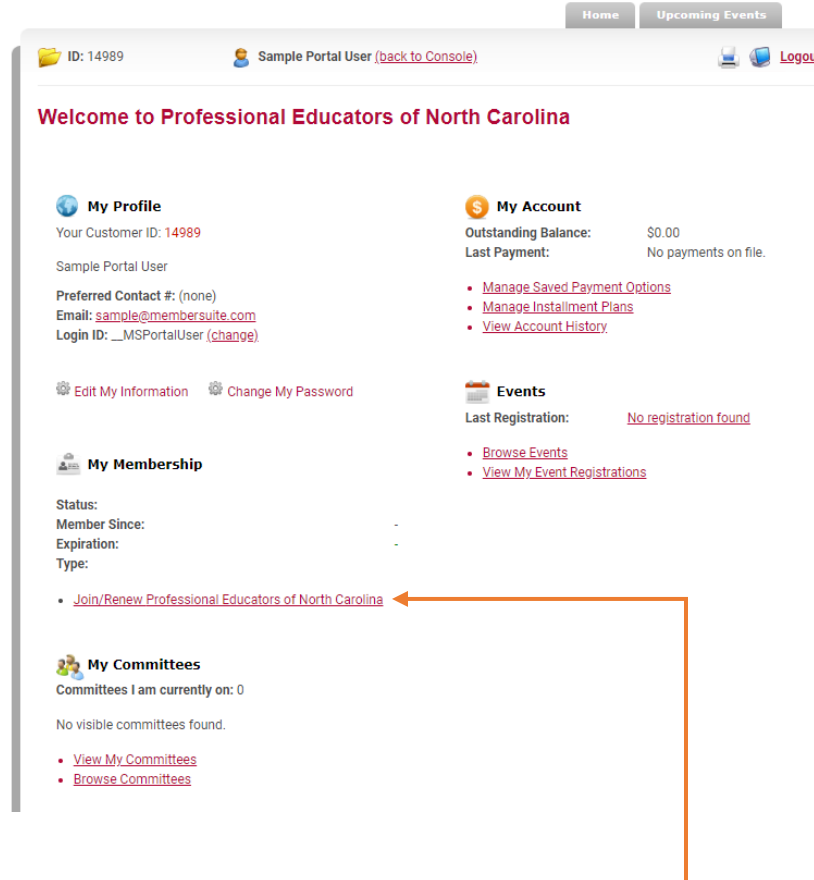


# Updating Your Payment Information

Please use this guide to update any membership & payment info.



You can view your membership status under “My membership” if you are a current member, your membership will show under this tab. If you are not a current member and need to sign up for a membership, click “Join/Renew Professional Educators of North Carolina”

To view membership information and update payment information from the portal, you may click on current membership:

## My Membership

Status: Active  
Member Since: 5/1/2019  
Expiration: 5/1/2020  
Type: Educator

- [Join/Renew Professional Educators of North Carolina](#)
- [My Memberships](#)

1. [View Educator \(Paid in Full\)](#)

User then clicks on "Update Membership Info".

[Home >](#)

## View Membership

### Membership Information

Membership ID:	10008	Join Date:	5/1/2019
Owner:	#14989 - Sample Portal User	Expiration Date:	5/1/2020
Status:	Active	Renewal Date:	
Type:	Educator	Approved?	True
Product:	Educator (Paid in Full)	Membership Directory Opt Out?	True
Receives Member Benefits:	True		
Inherited:	No		

### Billing Information

You can have this membership renewal automatically charged to your credit card. The current information is below. [Click here to update.](#)

**Payment Method:** You currently have no payment information associated with this membership.

### Tasks

- [Update Contact Info](#)
- [Update Billing Information](#)
- [Update Membership Info](#)
- [Print Membership Card](#)
- [Renew Membership](#)
- [View Account History](#)

Then select "please charge my credit card and automatically renew my membership when it expires". Click SAVE.

Home > [View Membership >](#)

## Edit Membership

**Membership Information:**

- I would like to opt out of the membership directory
- Please charge my credit card and automatically renew my membership when it expires

or [cancel](#)

Additionally, you will need to go to the “My Account “ section

Click on “Manage Saved Payment Options”

ID: 14989    Sample Portal User ([back to Console](#))    Logout

## Welcome to Professional Educators of North Carolina

### My Profile

Your Customer ID: 14989

Sample Portal User

Preferred Contact #: (none)

Email: [sample@membersuite.com](mailto:sample@membersuite.com)

Login ID: [\\_\\_MSPortalUser \(change\)](#)

[Edit My Information](#)    [Change My Password](#)

### My Account

Outstanding Balance: \$0.00

Last Payment: No payments on file.

- [Manage Saved Payment Options](#)
- [Manage Installment Plans](#)
- [View Account History](#)

### My Membership

Status: Active

Member Since: 5/1/2019

Expiration: 5/1/2020

Type: Educator

- [Join/Renew Professional Educators of North Carolina](#)
- My Memberships
  - [View Educator \(Paid in Full\)](#)

### Events

Last Registration: [No registration found](#)

- [Browse Events](#)
- [View My Event Registrations](#)

On next screen, click on “Add an eCheck Account” for ACH bank account payments or “Add a Credit Card” for debit or credit card payment option.

ID: 14989    Sample Portal User ([back to Console](#))    Logout

[Home >](#)

## Manage Payment Options

You can save credit cards & checking accounts to use for future payments. Keep in mind that even though you can enter a checking account, eChecks may not be allowed for certain transactions on this site.

You currently have no saved credit cards or eCheck accounts. You can add cards or checking accounts below to speed up checkouts in future orders.


### Tasks

- [Add a Credit Card](#)
- [Add an eCheck Account](#)
- [Go Home](#)

**On next screen, enter Account info and SAVE**

Home >  
**Save a Checking Account to Your Account**

Enter the checking account details below.



Routing Account Number *	Bank Account Number *
<input type="text"/>	<input type="text"/>
Bank Account Type *	Confirm Bank Account Number *
<input type="text" value="Checking"/>	<input type="text"/>

or [Cancel](#)

**\*\* IF YOU ENCOUNTER AN ISSUE WITH THIS PROCESS OR NEED ASSISTANCE OF ANY KIND PLEASE CONTACT OUR OFFICE AT 800-542-8844 SO THAT WE CAN RESOLVE THE ISSUE. THANK YOU! \*\***