



FOR THOSE NOT RENEWING:

If you have not already done so and wish to stop the upcoming automatic renewal & payment on your membership renewal date, you must do so PRIOR to your renewal date (refer to recurring payment image & information below). We are unable to refund membership fees once paid.

UPGRADING YOUR MEMBERSHIP:

If you would like to change your membership level, please do so through [your profile](#) BEFORE your renewal date. Please note: full price of the new membership term will be billed. We recommend you process this change as close to your renewal date as possible. For full details of the various membership levels, please visit our [website](#).

RECURRING PAYMENTS:

If you are set up with a recurring payment membership, your membership fee will be charged automatically on your renewal date.

By members who pay with a credit card

Members who pay for their membership by credit card can stop recurring payments from their Wild Apricot member profile page. To do so, they would click the **Invoices and payments** tab in their profile then click **Stop recurring payments** button beside the membership renewal transaction.

The screenshot shows a 'My profile' page with a balance of \$0.00. The 'Invoices and payments' tab is circled. Below it, a table lists transactions, with the 'Next scheduled payment' row circled and a 'Stop recurring payments' button next to it.

Date	Transaction	Balance due
18 Jun 2012	Next scheduled payment Membership renewal	\$365.00

The member will be asked to confirm their request.

PLEASE NOTE: If you do not want the auto-renew option, once you have clicked the “Stop Recurring Payments” button within your profile and no longer see it, you will no longer be set to auto-renew. You will receive a notice that your membership has lapsed on your anniversary date and can manually renew your membership at that time.

CLICK HERE TO VISIT
YOUR PROFILE!