



AUTO PAY POLICY

MSC utilizes secure online credit/debit card and electronic withdrawal from checking (commonly known as electronic fund transaction-EFT processing) to our billing system to reduce the amount of time our team spends collecting money. This initiative has proven to be an accurate, effective, and secure method of invoicing meet fees and collecting dues. Online payment processing is provided through a partnership with Team Unify (our website provider) works with leading providers of credit and debit card-based payment processing services to ensure MSC is fully compliant with today's standards.

All fees will be required to be paid utilizing your credit/debit card or enabled direct bank processing set-up with your monthly invoice.

It's simple to enable our electronic payment processing system. Visit our team website at www.teamunify.com/inmsc to sign in into your account. If you do not have a user name and password, please click on "contact us" to request access from a team administrator.

Once logged in:

1. Click on My Account
2. Then \$ Payment Setup
3. Click on the pull down menu and select automatically charge CREDIT CARD or Automatically charge my BANK ACCOUNT
4. Click on the Edit link and fill in the data completely and Save Changes
5. Once that window closes, click Save Changes at the bottom right of the page

You are now ready to pay electronically!

You will receive monthly invoices outlining what your credit card or bank has been debited for and you can review your current and past billing histories through the \$ My Invoices/Payments tab on the left of our team website.

***Note** Please maintain an active email address that you frequently access as there will be important communications sent for both billing and other team functions. You may also input up to 2 additional email addresses should you have them.