

Instructions on setting credit card and using it to pay for monthly due.

**How to make monthly payments:**

To determine the amount owed on your CDST Team Unify account:

1. Sign In

2. Go to My Account > $My Invoice/Payment

3. Click the Billing History line

4. Select the Search Billing/Payment History box

5. Enter a date range of transactions. It is suggested you enter a wide range such as 01/01/2022 to 12/31/2023 then click Search. This will display all the invoices at the top and payments on the bottom.

6. Close out of the screen using the X in the upper right-hand corner

**To Sign up for monthly Auto draft (ACH) or Credit Card Payment** (all monthly dues and meet entry fees will be deducted monthly on the 1st of every month.)

1. Sign In

2. Go to My Account > Setup Auto Pay Sign in to CDST website.

3. In the side menu click My Account > Set Up Autopay.

4. Click Add New Card or Add Bank Account.

5. Fill in the credit card or bank account details. The Copy from Account Info button speeds up the process.

6. When finished, click Save.