Managing Auto Renewal

Things to know about auto renewal for memberships:

- Auto renewal is opted by the member upon joining/renewing
- Auto renewal is only available with select payment gateways
- Auto renewal can be enabled for specific membership tiers (i.e. most associations do not enable for student memberships)
- Associations cannot alter payment info for a member, however past orders (located under ‘Income’ in the Financials tab of the control panel) will show the last 4 digits of the credit card used by the member during their most recent membership transaction (when auto renew was selected)
- Auto renewal can be canceled via the following instructions:

**Step 1:** From the member management section of the control panel, click ‘View Active Members’
**Step 2:** Scroll to the bottom of the search filter menu to select ‘Auto Renewing Membership’ and click ‘Apply filters’
**Step 3:** Find the member by name, expiration date, or other criteria, then click ‘Cancel auto renewal’ to the right of their profile: