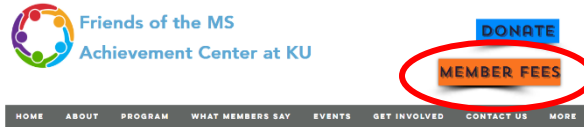


## Paying Monthly Fees by Credit or Debit Card

Go to the MSAC website – [www.msachievementcenter.org](http://www.msachievementcenter.org)

Click the orange Member Fees button in the top right corner.



OR scan the QR code to the right.

**On the MSAC Membership Fees page you have several options.**

- **Pay monthly fees** – add whatever quantity you wish. In the checkout process you have the opportunity to let us know which months you want to apply the fees.
- **Pay quarterly fees** – and in the check out process you can let us know which months.
- **Pay yearly fees** – if you want to pay once and not have to think about it for the year.

The other option you have is Donation. **This would be the option to use if you are on a reduced fee schedule, are catching up on past due fees or want to add to your fee amount.**

- Select Donation
- Enter Fee Amount
- Choose No for the recurring donation unless you want this payment to happen each month.
- Click the cart + icon.
- Choose Continue Shopping if you wish to add another payment or Checkout if you are finished.
- On the next page you will need to provide your name and email and select the months you are paying fees for.
- Click Continue to enter credit card information.

**If you want to set up a recurring monthly process to automatically pay your fees,** you can do this under the Donation option.

- Scroll to Donation
- Enter the dollar amount you need to pay.
- Select Yes to make this a recurring payment.
- Click the cart + icon
- On the next screen you will have the option to select monthly and choose the date of first payment. Future payments will be on that day each month.
- Click Add To Cart