



## HOW TO PAY DUES AND MANAGE MY ACCOUNT

### Configure Dues Auto Payment:

To configure auto payment of your monthly dues on the IAFF SMART portal, please use the following steps:

1. After logging on to the portal, expand the “My Member Toolbox” on the left hand side of the screen and click on the option “My Account/Pay”:
2. You will now be viewing your “My Account/Pay” window. In the top banner, you will see your current dues account balance and your current “Auto Pay” status (either “ON” or “OFF”). You will also be viewing the “Transactions” tab which will show the transaction history of your account.

Click on the “All” button to see all transactions (billings and payments) or the “Payments” button to just see the payments on your account:

My Account/Pay

Balance: \$0.00

Auto Pay: OFF

TRANSACTIONS PAYMENT METHODS AUTO PAY CONTRIBUTIONS

ALL PAYMENTS

Date	Description	Type	Amount
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3. You first need to add a payment method to your profile before making any manual payments or setting up AUTO PAY. To do so, click on the “Payment Methods” tab and, once there, click on the “Add” button:

My Account/Pay

Balance: \$0.00

Auto Pay: OFF

TRANSACTIONS PAYMENT METHODS AUTO PAY CONTRIBUTIONS

Manage your payment methods below. You may add as many as you are comfortable with. They can be used to pay your dues one-time or automatically. They can also be used to make contributions as necessary.

+ ADD

Type	Description	Name on Acc...	Account #	ACH Type	ACH Bank	CC Type	CC Expires
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4. The “New Payment Method” window will appear. At the top, you can select whether you wish to enter a credit card or a bank account (electronic check) as your payment option. Fill in the required fields based on the option you choose.

In the “Name/Description” field, you can enter a name for the payment method (such as “My Visa Card”). If you wish to use this payment method for dues auto payment then, under the “Auto Pay” field, choose a recurring payment date (either the 1<sup>st</sup>, 15<sup>th</sup> or split between 1<sup>st</sup> AND 15<sup>th</sup> of each month). Once you have entered all required information, click the “Add” button in the lower right-hand corner:

TRANSACTIONS PAYMENT METHODS AUTO PAY CONTRIBUTIONS

### New Payment Method

☒ Credit Card ☐ Electronic Check (Direct Debit)

**CREDIT CARD PAYMENT**

Name as it appears on card \*  
Joe Smith

Credit Card # (No spaces/dashes) \*  
4111111111111111

Credit Card Exp. Month \*  
3

Credit Card Exp. Year \*  
2020

Credit Card Type \*  
Visa Card

Credit Card Verification # \*  
123

**NAME/DESCRIPTION**

Payment Method Name/Description  
My Visa Card

**AUTO PAY**

\*By filling out and submitting this form, you are giving us your explicit permission to use the specified payment method to pay off your entire dues, fees, and recurring contribution balance each month on the day of the month indicated.

Pay each month on this day  
1st of the Month

**BILLING ADDRESS**

☐ Use My Primary Address

Country \*  
United States

Address \*  
1199 Main Street

Address 2

City \*  
Anytown

State \*  
MD | Maryland

Zip \*  
20015

Phone #

E-mail

SAVE CANCEL



- You will now be back on the “Payment Methods” tab; you will see the payment method you just entered listed there. If you wish to edit any of the information associated with that entry, simply click the “Details” button in the lower left-hand corner which will take you back to the previous window in step #4 above. You can add as many different payment methods to your profile as you want.....to add additional options, simply click the “Add” button in the upper right hand corner:

**Balance: \$0.00**  
Auto Pay: OFF

TRANSACTIONS PAYMENT METHODS AUTO PAY CONTRIBUTIONS

Manage your payment methods below. You may add as many as you are comfortable with. They can be used to pay your dues one-time or automatically. They can also be used to make contributions as necessary.

+ ADD

Type	Description	Name on Acco...	Account #	ACH Type	ACH Bank	CC Type	CC Expires
Credit Card	My Visa Card	Joe Smith	*1111			Visa Card	3/20

1

100 items per page

1 - 1 of 1 records

DETAILS >

EXPORT

You can also print your list of payment methods by clicking on the “Print” icon in the upper right-hand corner. Or, if you wish, you can export your list of payment methods to Excel by clicking on the “Export” button in the lower right-hand corner.



- Once you have added at least one payment method, you can turn on dues auto payment by going to the “Auto Pay” tab. Once there, under the “Payment Method” heading, you will see check boxes listed for each payment method you have entered. By default, the first check box labeled “I do NOT want to make automatic payments” will be checked. To turn on dues auto payment, simply check the box associated with the payment method you wish to use. You will then be prompted to re-confirm the Auto Pay (1<sup>st</sup>, 15<sup>th</sup> or split between 1<sup>st</sup> AND 15<sup>th</sup>) that you want to use for your recurring dues payment.
- To delete a previously saved payment method, go to “Payment Methods” and highlight the account you want to remove then click the trashcan icon in bottom left.

TRANSACTIONS PAYMENT METHODS AUTO PAY

Manage your payment methods below. You may add as many as you are comfortable with. They can be used to pay your dues one-time or automatically. They can also be used to make contributions as necessary.

Type	Description	Name on Account	Account #	ACH Type	ACH Bank	CC Type	CC Expires	Auto Pay Schedule
Credit Card	Visa Card *1111	Becky Miller	*1111			Visa Card	1/52	

Select account until highlighted in blue

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EXPORT