


# SACNAS

## Member Online Community

### HOW TO CANCEL AUTO-RENEW / AUTO-BILLING

1. Go to membership.sacnas.org
2. Log in to your account.
3. Click "Welcome, YOUR NAME" in the top right corner to open a drop down menu and select "Account + Settings".
4. Click "Payments & History".
5. Click "Membership".
6. Scroll down to your membership and click the X in the red circle.

The screenshot shows the SACNAS member online community interface. The top navigation bar includes the SACNAS logo, a user profile section with a dropdown menu, and a search bar. The user profile section is highlighted with a green box and a red circle containing the number 3. The dropdown menu is open, showing options like "My Profile", "Directory", "Messages", "Connections", and "Quick Links". The "Payments & History" option is highlighted with a green box and a red circle containing the number 4. The "Membership" option is highlighted with a green box and a red circle containing the number 5. The "Membership" page shows a "Student Membership" section with a note: "Your membership is current through 3/9/2021." Below this is a "Please note" section: "Please note: It appears you have a transaction that is still open (see below.) Your current membership and expiration may change once this transaction has been processed and closed by administration." A table below shows a transaction with the following details:

Options	Status	Transaction Date	Processed	Type	Membership	Amount	Balance
	Open (Awaiting Auto-Bill)	3/9/2021	N/A	Credit Card	Student Membership	\$10.00	\$10.00