

Setting up your membership to automatically renew

Members now have the option to set up their membership to be automatically renewed each year! To manage your membership and complete your profile for recurring billing, please visit [here](#).

Use your **existing** DAM website login credentials to access your account. (Your username is your email)

*if you need to reset your password, follow the FORGOT YOUR PASSWORD prompt [here](#).

After logging in, you will arrive at your membership dashboard. From here, you can manage several things, including your payment information and subscriptions.

Payment profile

To set up your membership to automatically renew, you must first set up your payment profile.

Scroll to the bottom of the dashboard to the section called "Manage your payment profile".

Click **Create Payment Profile**. You will be prompted to enter billing information—address, phone, email, and credit card information.

Once you are done, click save to go back to the dashboard.

Manage memberships

From the main dashboard, click **View Memberships** to view the list of memberships that you hold with the DAM.

For each, clicking **View Details** will allow you to review the level of membership, expiration date, and any related notes, including if the membership is set up to be automatically renewed. You can set up your membership to be automatically renewed at any time throughout the year.

To set up automatic renewal, click the button that says **Subscribe**. You will be asked to review the membership information and payment plan (we only offer 1-yr plans at this time). Click **Subscribe** again to complete the process. *NOTE: this does not initiate a charge on your card.*

You'll be taken back to the screen with the membership details where you will see the autorenewal subscription information listed at the bottom, including the next payment date, which is when your card will be charged.

Canceling automatic renewal

If you accidentally clicked Subscribe or if you no longer wish to have your membership automatically renew, go to **View Memberships** and click **View Details** for the relevant membership.

Under the Automatic Renewal Subscription information, click on the button on the right that says **Cancel**. Taking this action will mean that your membership will not renew automatically. *NOTE: this does not initiate a refund.*

Click **Uncancel** at any time to resubscribe.

If you have additional questions, contact our team at 720-913-0130. We are available daily from 10 am–5 pm.