

## Managing Your Automatic Renewal Subscription

To view your profile and manage your payment information, visit the member portal [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](#).

### Payment profile

If you joined or renewed with us at the museum or by calling our membership office, you will need to add your payment information to set up your subscription. To update existing payment information, follow the instructions below.

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.

Click **View Details** 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 membership term.

To set up automatic renewal, click the button that says **Subscribe**. You will be asked to confirm 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 next be charged.

### Canceling automatic renewal

If you no longer wish to have your membership automatically renew, go to **View Memberships** and click **View Details** next to the 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.

*Note: Promotional codes are only applicable on the DAM Website. They cannot be applied in the autorenewal portal.*