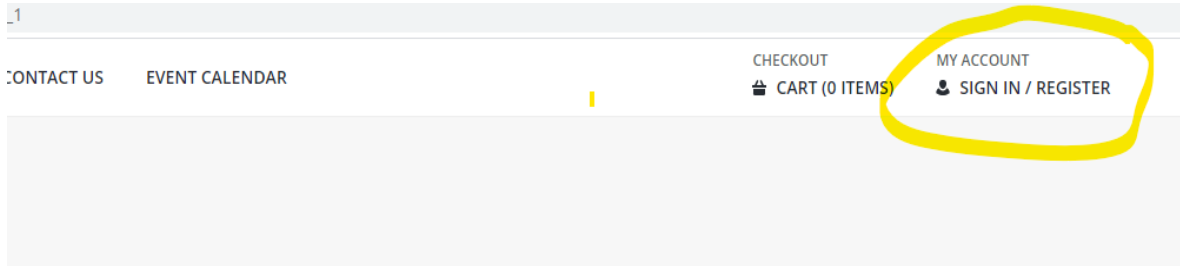


How to set up Credit Card Auto-Debit for Monthly Billing/Membership

1. Visit online registration here: <https://webtrac.tcpa.org> and sign in



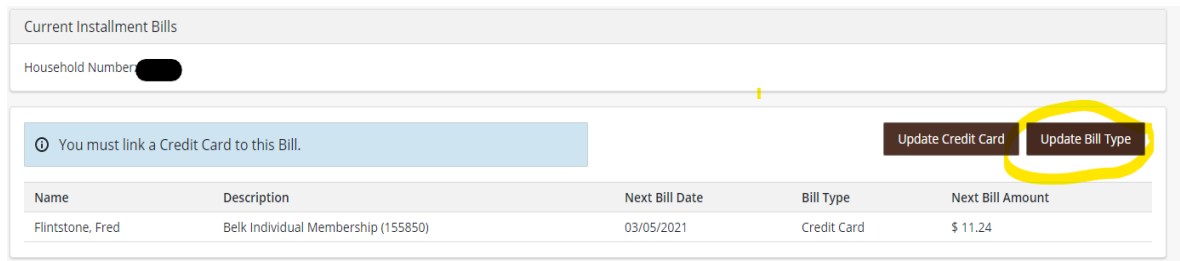
2. Enter your username and password

The screenshot shows the 'WebTrac Login' form. It has two input fields: 'Username *' and 'Password *'. Below the fields is a green 'Login' button. There is also a section with links for forgotten usernames and passwords, and a link to register for a new account.

3. Go to “My Account” and click on “Installment Billing”



4. Click on “Update Bill Type”



5. Select "Credit Card or ACH" then click "Save"

Billing Details

Detail Info

Bill Type

Credit Card

ACH

Credit Card

Installment Bill

Save Cancel

6. Click on "Update Credit Card"

Current Installment Bills

Household Number: [REDACTED]

You must link a Credit Card to this Bill.

Update Credit Card Update Bill Type

Name	Description	Next Bill Date	Bill Type	Next Bill Amount
Flintstone, Fred	Belk Individual Membership (155850)	03/05/2021	Credit Card	\$ 11.24

7. Enter Card information and click "Continue"

Credit Card Input

Name On Card *

Credit Card Number *

Expiration Date *

CVV *

Billing Street Address *

Billing Zip Code *

Continue Cancel