



# SACNAS

## Member Online Community

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

1. Go to [membership.sacnas.org](https://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 user interface of the SACNAS Member Online Community. The top navigation bar includes the SACNAS logo, a user profile picture, the name "Welcome, Daniela A. Bernal", and a search bar. Below the navigation bar, there are several menu items: "My Feed", "My Profile", "Directory", "Messages", "Connections", and "Quick Links". The main content area is divided into a left sidebar and a main panel. The sidebar contains "Profile", "Information & Settings", "Payments & History", "Content & Features", and "Professional Development". The main panel has tabs for "Invoices", "Event Registrations", "Membership", and "Donation History". The "Membership" tab is selected, showing a "Student Membership" section with the text "Your membership is current through 3/9/2021." Below this is a "Please note" message. At the bottom, there is a table with columns for "Options", "Status", "Transaction Date", "Processed", "Type", "Membership", "Amount", and "Balance". The table contains one row with the status "Open (Awaiting Auto-Bill)". A red circle highlights the "X" icon in the "Options" column of this row.

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