

# FAQ: AAPL MEMBERSHIP AUTO-RENEWAL

**AAPL membership levels are configured for automatic membership renewal. When you renew your AAPL membership using a credit card, you'll be automatically enrolled for the following year's renewal.**



## **Automatic Enrollment**

If you make your renewal payment with a credit card, you will be automatically enrolled in our auto-renewal program. Members who pay by check will not be affected by this auto-renewal process. To opt out of auto-renewal for the upcoming year, please follow the opt-out instructions below. You will continue to receive automatic renewal reminder emails from the system, including if your credit card information needs to be updated.



## **Automatic Email Reminders**

All AAPL members will receive automated renewal reminder emails 30 days and 15 days before renewal.

If your recurring payment is processed, the card on file will be charged on your renewal date, and you will receive a confirmation email containing a copy of your receipt. In case your recurring payment is declined or if the credit card information on file is expired, you will receive additional notifications. To update the card on file, follow the "Updating Credit Card Information" instructions provided below or contact the AAPL office directly.

### Updating Your Credit Card Information:

If your credit card is due to expire, or if you need to update the card information, there are two options to update:

- Members can update through their member profile using the instructions below.
  - Log in to your account on the AAPL website.
  - Under "Membership Details," you'll find the "Update Credit Card" link.
  - Complete the necessary credit card details and save.
- Contact the AAPL office at 571-402-2275 to update your information.



## **Opt-Out of Recurring Payments**

If you do not wish to have your AAPL membership set up to automatically renew, **[please complete this quick form](#)**, and the AAPL office will remove you from this feature. You will receive confirmation from the AAPL office once you've been removed, and no further automatic payments will be charged to your card. Please note: You will need to opt-out after renewal each year, as a new auto-renew bill will occur annually.