

GUIDANCE FOR OPTING OUT FROM AUTO-RENEWALS & CHANGING YOUR CREDIT CARD INFO

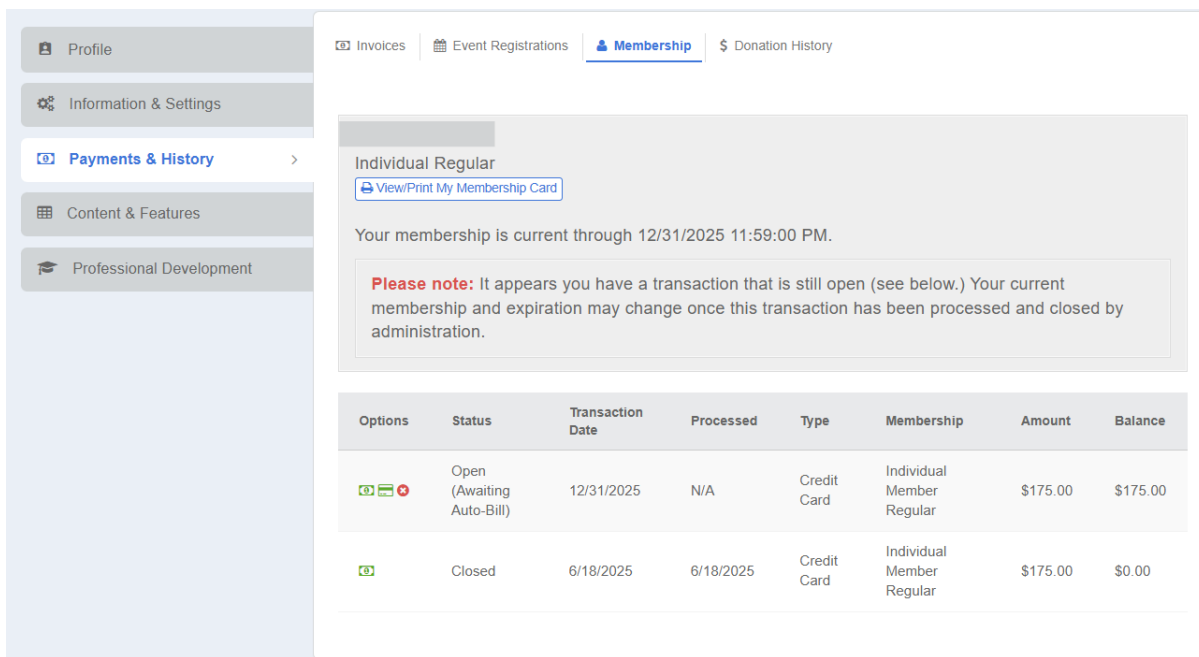
- 1) How to cancel the auto- renewal before Dec 31, 2025?
- 2) How to update your credit card information so that WSO can charge the correct card during the auto-renew process?

Please note that all members who selected the option for auto-renew will be automatically charged on Dec 31, 2025.

If you wish to opt out of the auto-renew option that you previously chose, or to change your credit card information on Lile, please do so prior to Dec 31, 2025.

SECTION 1: How to cancel the auto-renewals for WSO membership?

Step 1: [Log in to your WSO account](#) and navigate to your PROFILE. Then please click on Payments & History, and then click on Membership.



Profile | Information & Settings | **Payments & History** | Content & Features | Professional Development

Invoices | Event Registrations | **Membership** | Donation History

Individual Regular
[View/Print My Membership Card](#)

Your membership is current through 12/31/2025 11:59:00 PM.

Please note: It appears you have a transaction that is still open (see below.) Your current membership and expiration may change once this transaction has been processed and closed by administration.

Options	Status	Transaction Date	Processed	Type	Membership	Amount	Balance
	Open (Awaiting Auto-Bill)	12/31/2025	N/A	Credit Card	Individual Member Regular	\$175.00	\$175.00
	Closed	6/18/2025	6/18/2025	Credit Card	Individual Member Regular	\$175.00	\$0.00

Step 2: Select "Cancel Auto-billing"

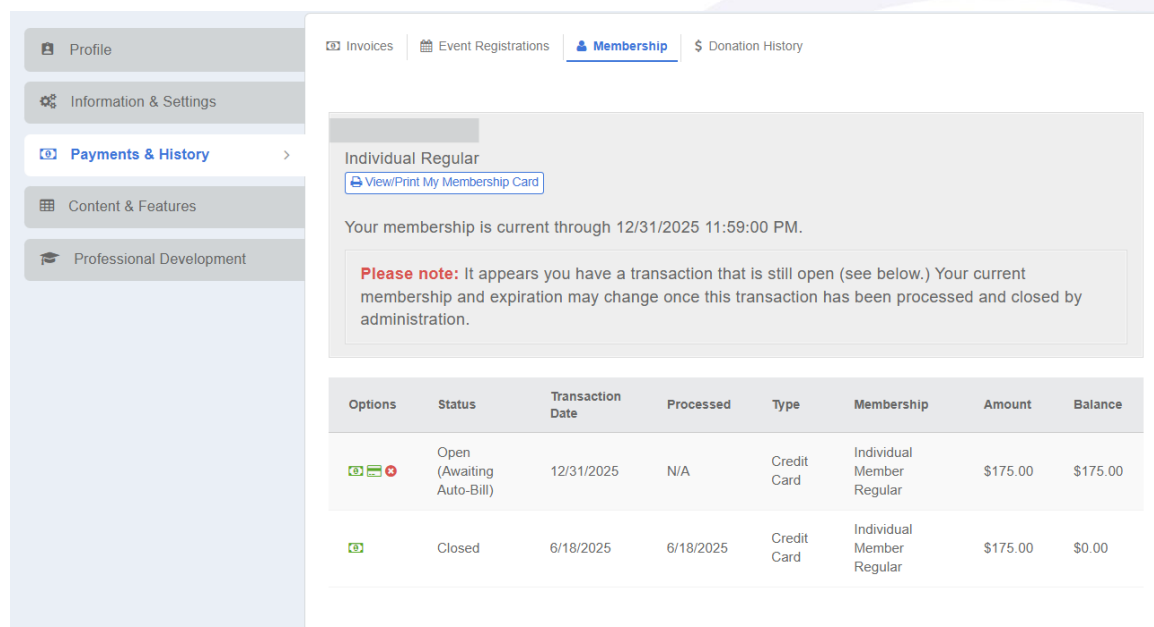
On the "Open (Awaiting Auto-Bill)" transaction line, please select the red icon "Cancel Auto-billing". This will delete your outstanding auto-renew bill, and you will no longer automatically renew your WSO membership. See below:

Options	Status	Transaction Date	Processed	Type	Membership	Amount	Balance
 	Open (Awaiting Auto-Bill)	12/31/2025	N/A	Credit Card	Individual Member Regular	\$175.00	\$175.00

Please note that you can pay for your WSO membership without choosing the auto-renew option.

SECTION 2: How to update membership auto-renewal credit card information?

Step 1: [Log in to your WSO account](#) and navigate to your PROFILE. Then please click on Payments & History, and then click on Membership.



Individual Regular
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Step 2: Select "Update Billing Information"

On the Open (Awaiting Auto-Bill) transaction line, select the middle icon "Update Billing Information", which looks like a credit card. Click on that icon to open your billing information.

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Step 3: Update Credit Card Information

On the "Update Payment & Billing Information" page, you can input your new credit card information and/or update your billing address associated with your credit card and then select "Submit Updated Information" button.

You will need to retype the entire credit card number, expiration date and CVV code.

Please note that if your credit card information has changed, you will need to update it prior to December 31, 2025, when the automatic renewal is scheduled for.