Log Into the ASLMS Portal

1. Go to https://my.aslms.org/s/login/
2. Enter your credentials
   a. If you do not know your credentials, select the Forgot Your Password? link.

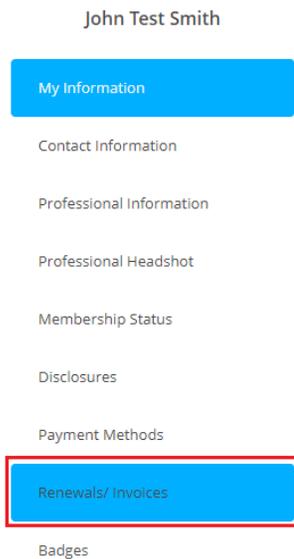   b. Your username is the same as the username you used in our previous system, or the main email address that ASLMS uses to communicate with you.
   c. Contact ASLMS staff if you need further assistance.

Pay Any Outstanding Invoices

Any outstanding invoices will have to be paid separately from the autorenewal setup as it will not automatically pay an open invoice on your account.

1. Navigate to the **Renewals/Invoices** menu item from the left sidebar options.

2. Select the checkbox to the left of the invoice to be paid and select the **Pay** button.

3. You can pay the invoice via Credit Card or ECheck (ACH).
   a. Enter in your card or banking information.
   b. If you are using a credit card, you may save the payment method for future use as your autorenewal payment method.
   c. You do not need to enter in a billing address.
   d. Select the **Process Payment** button.
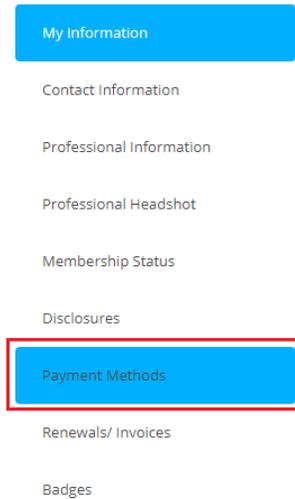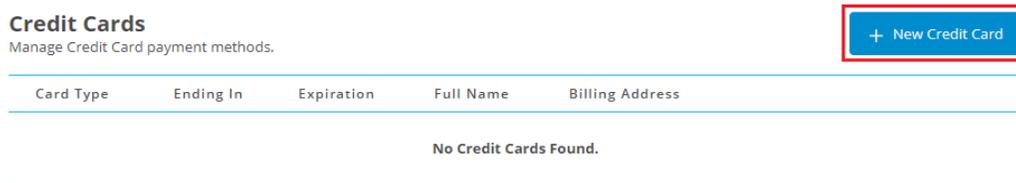
Setup a Payment Method

If you did not save the payment method in the previous step or wish to set up a different payment method, follow these steps:

1. Navigate to the **Payment Methods** menu item from the left sidebar options.

My Information

Contact Information

Professional Information

Professional Headshot

Membership Status

Disclosures

Payment Methods

Renewals/ Invoices

Badges

2. Select the **New Credit Card** button.

Credit Cards
Manage Credit Card payment methods.

+ New Credit Card

Card Type	Ending In	Expiration	Full Name	Billing Address

No Credit Cards Found.

3. Enter your credit card information and click the **Save** button.

New Credit Card

*Card Holder Name

John Test Smith

*Card Number

4111 1111 1111 1111

*Exp Month

05

*Exp Year
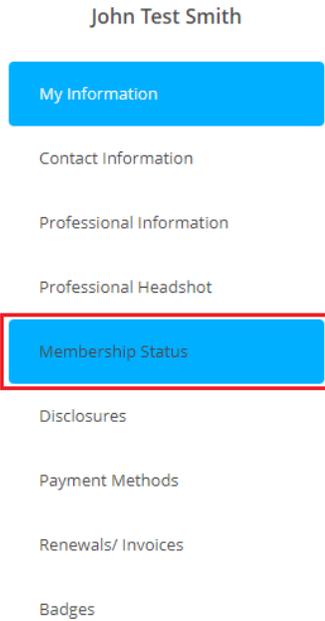
2024

Billing Address
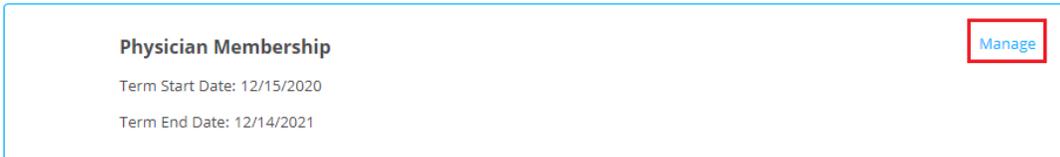
+ New Address

Address is optional.

Cancel   Save

a. Please note you will receive an error if you enter an invalid card number
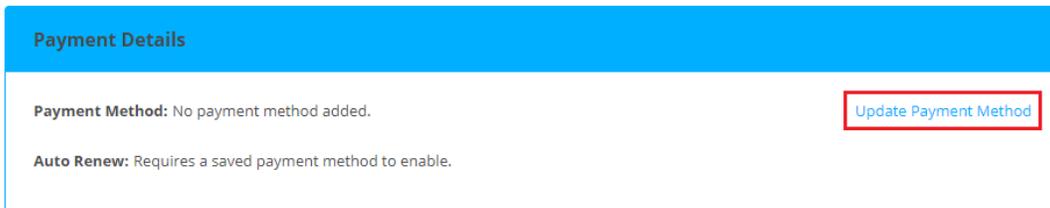
Setup Autorenewal

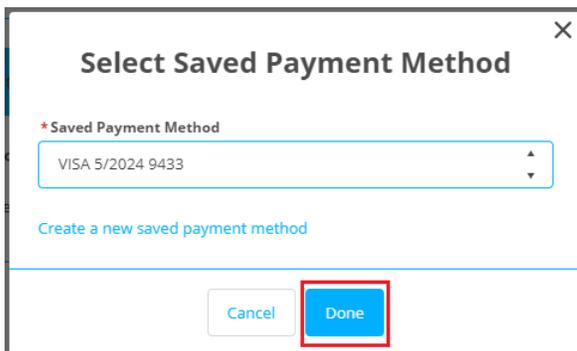1. Navigate to the **Membership Status** menu item from the left sidebar options.

John Test Smith

My Information
Contact Information
Professional Information
Professional Headshot
Membership Status
Disclosures
Payment Methods
Renewals/ Invoices
Badges

2. Select the **Manage** link in the upper left corner of an active membership term.

Physician Membership   Manage

Term Start Date: 12/15/2020

Term End Date: 12/14/2021

3. Select the **Update Payment Method** link in the upper left corner of the Payment Methods section.

Payment Details

Payment Method: No payment method added.   Update Payment Method

Auto Renew: Requires a saved payment method to enable.

4. If you have more than one saved payment method, select the desired card from the drop down list and click the **Done** button.

Select Saved Payment Method

* Saved Payment Method

VISA 5/2024 9433

Create a new saved payment method
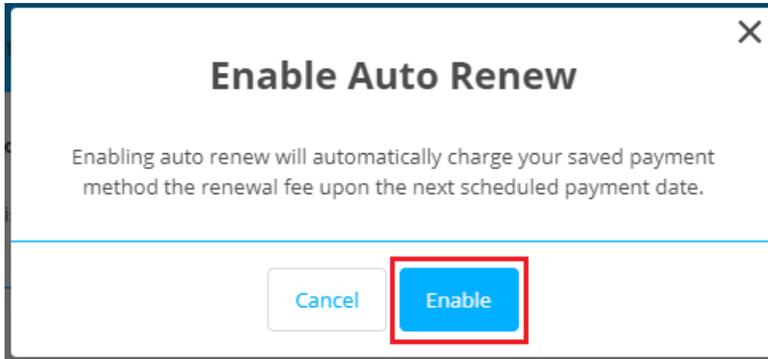
Cancel   Done

5. Once a payment method has been setup on the membership, the **Enable Auto Renew** link will generate in the Payment Methods section – click the link to enable it.

6. Click the **Enable** button to confirm that you wish to setup autorenewal.

NOTE: You can disable autorenewal at any time by returning to the manage area of the Membership Status page.