

# Mendry, Inc. — Stored Card & Auto-Pay Authorization

**Document ID:** Mendry, Inc.: Stored Card & Auto-Pay Authorization-v1.0

**Effective Date:** 11.16.2025

**Billing:** billing@mendry.org • **Support:** support@mendry.org

Mendry, Inc. is a nonprofit charitable organization recognized as tax-exempt under **IRS 501(c)(3)**. This Authorization explains how your saved payment method is stored and used to charge for Provider memberships and related fees.

## 1) Purpose & Scope

This Authorization applies to: Provider memberships, add-on services you select, applicable taxes/assessments, and any past-due balances on your Mendry Provider account.

## 2) Authorization Summary

By providing a card or other payment method, you authorize Mendry (and its PCI-compliant processor) to:

- **Store** your payment method as a token and **charge automatically** on renewal.
- **Charge variable amounts** when you change plans, add services, or taxes change.
- **Re-attempt** failed charges and use the processor **account updater** services.
- Send **electronic** notices/receipts; and
- Continue recurring charges until you **cancel** or **revoke** as described below.

## 3) Stored Card & PCI Tokenization

We use a PCI-compliant processor to tokenize your credit card information. Mendry does **not** retain full PAN, CVV, or mag-stripe data. Tokens may be used for recurring charges, permitted adjustments, and retries.

## 4) Auto-Renew Disclosure

Your membership **auto-renews** at the then-current rate until canceled. Renewal occurs on the anniversary date shown at checkout or in your account. If a date does not exist in a given month (e.g., the 31st), we may charge on the **last day** of that month or the **next business day**.

## 5) Account Updater & Retries

Our processor may refresh expiration dates or replace card numbers via **account updater**. If a charge fails, we may **retry** a reasonable number of times and, if needed, split the amount into smaller retries.

## 6) E-Signature & Electronic Records

You consent to **electronic transactions under the ESIGN/UETA**. Click-through or e-signature has the same legal effect as a handwritten signature. Notices and receipts may be delivered by email or via your account.

## 7) How to Revoke or Update Authorization

You may **revoke** auto-pay or **update** your stored payment method at any time by visiting your account or emailing **[billing@mendry.org](mailto:billing@mendry.org)**. Revocation stops **future** charges after processing and does **not** cancel your membership. Use online cancellation as outlined in our **Cancellation & Refund Policy**.

## 8) Charge Timing, Amount & Scope

- **Initial/renewal timing:** first charge at checkout; renewals on each cycle's anniversary.
- **Variable amounts, such as** plan changes, prorations, add-ons, tax changes, and unpaid balances, may affect the amount due.
- **Pre-authorizations:** A \$ 0 or \$1 authorization, or a small temporary hold, may be used to validate the card.
- **Descriptor:** statements may show "**MENDRY, INC.**" (or a processor descriptor).

## 9) Failed Payments & Grace

If a renewal fails, we'll notify you and retry per 5. A brief **grace period** may apply; after that,

access or listing placement may be paused until the balance is paid. Access is restored upon payment.

## 10) Disputes & Chargebacks

Please contact **support@mendry.org** before filing a chargeback so we can investigate and correct errors where appropriate. Repeated or unfounded chargebacks may result in suspension, as outlined in our Terms of Service.

## 11) Price Changes & Notices

We will provide **advance notice** of price changes to your registration email. If you disagree, you may cancel **before** the new price takes effect.

## 12) Cancellations, Refunds & Proration

Handled by the **Mendry — Cancellation & Refund Policy (Providers)** and any **State Auto-Renewal Disclosures Addendum** (where required). Simple **online cancellation** is available.

## 13) Taxes & Regulatory Fees

Applicable **taxes/assessments** (if any) are added based on your billing address and current law.

## 14) Privacy & No-PHI Reminder

Our PCI processor processes payment data. Personal information is handled in accordance with the **Mendry Privacy Policy**. **Do not send PHI** to billing or support channels.

## 15) Order of Control & Updates

If this Authorization conflicts with the FAQs, **this document takes precedence**. We may update these terms; the **Effective Date** above will reflect changes. Continued use after an update constitutes acceptance.

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## Acceptance

By storing a card or enabling auto-pay, you confirm you are an **authorized user** of the payment method and **agree** to these terms, including **auto-renewal** billing until you cancel or revoke as described.

## Reference Documents

- Mendry — Cancellation & Refund Policy (Providers)
- Mendry — Provider Membership & Directory Listing Agreement
- State Auto-Renewal Disclosures Addendum
- Mendry — Privacy Policy

## Acknowledgment & Signature

By signing below (or electronically accepting where available), you:

1. Confirm that you have read and understand this Recurring Payment Authorization (Card on File).
2. Authorize Mendry to charge your Payment Method as described above; and
3. Understand that this Authorization remains in effect until you cancel your membership and/or revoke this Authorization in accordance with Mendry's policies and applicable law.

Provider Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_