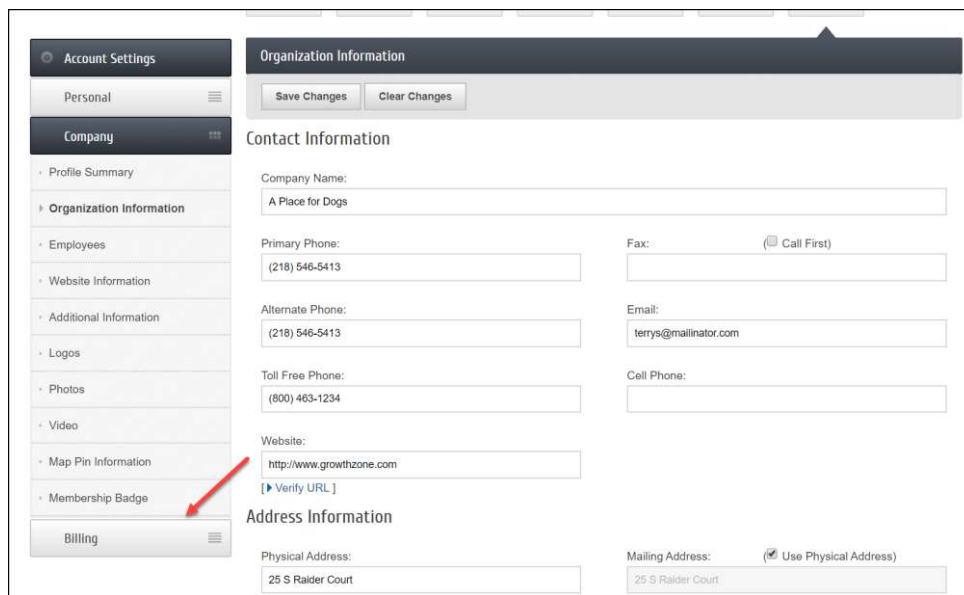


How to Store a Credit Card/Bank Account in the MIC

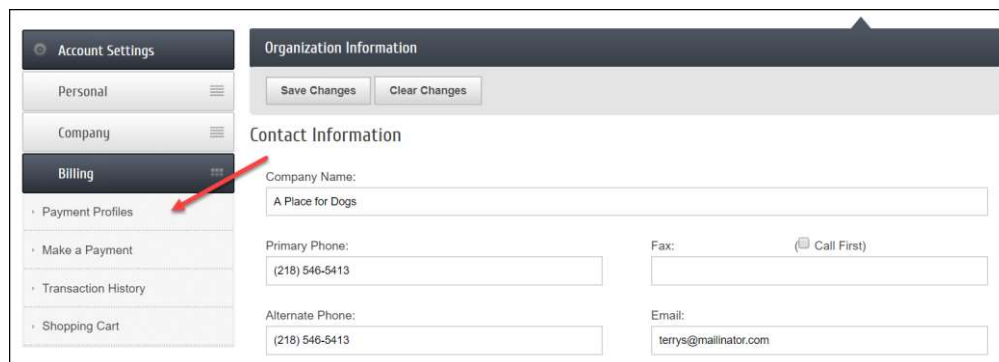
You can easily store your credit via the MIC. If stored, the card is then available to you when registering for event, and, if you chamber/association allows, can be used for future recurring bills such as membership dues.

1. Access the **MIC**
2. In the left-hand navigation panel, select **Company Information**



The screenshot shows the 'Organization Information' page. The left-hand navigation panel has 'Company' selected, with a red arrow pointing to it. The main content area is titled 'Organization Information' and includes 'Save Changes' and 'Clear Changes' buttons. Below this, there are sections for 'Contact Information' and 'Address Information'. The 'Contact Information' section contains fields for Company Name (A Place for Dogs), Primary Phone ((218) 546-5413), Alternate Phone ((218) 546-5413), Toll Free Phone ((800) 463-1234), Website (http://www.growthzone.com), Fax, Email (terrys@mailinator.com), and Cell Phone. The 'Address Information' section contains fields for Physical Address (25 S Raider Court) and Mailing Address (25 S Raider Court), with a checkbox for 'Use Physical Address'.

3. Click **Billing**



The screenshot shows the 'Organization Information' page. The left-hand navigation panel has 'Billing' selected, with a red arrow pointing to it. The main content area is titled 'Organization Information' and includes 'Save Changes' and 'Clear Changes' buttons. Below this, there are sections for 'Contact Information' and 'Address Information'. The 'Contact Information' section contains fields for Company Name (A Place for Dogs), Primary Phone ((218) 546-5413), Alternate Phone ((218) 546-5413), Toll Free Phone ((800) 463-1234), Website (http://www.growthzone.com), Fax, Email (terrys@mailinator.com), and Cell Phone. The 'Address Information' section contains fields for Physical Address (25 S Raider Court) and Mailing Address (25 S Raider Court), with a checkbox for 'Use Physical Address'.



4. Click **Payment Profiles**.

Payment Profiles

My Payment Profiles

Pay bills and checkout of your shopping cart quickly and securely. Create, delete and edit your payment profiles that will be options for payment methods with ChamberMaster Training.

Current Profiles

Visa:*****4242-01/2022

[Add a New Payment Profile](#)

5. Click **Add a New Payment Profile**.

Payment Information

☒ **Credit Card** ☐ **Bank Account**

*Card Number: Exp. Month: Exp. Year: CSC: ?

☐ Notify ChamberMaster Training that I am interested in setting up automatic payments and select to use this profile for the recurring charges. **Note:** Once automatic payments are setup with ChamberMaster Training, keep this checkbox selected so that you can easily identify which profile is being charged.

Company:

*First Name: *Last Name:

Street:

City: State: Zip:

Country:

Phone: Email:

- Enter the required credit card information. Ensure that the address and card owner information are those associated to the card.
- If your chamber/association allows the option and you wish to participate, click **Notify ChamberMaster Training that I am interested in setting up automatic payments and select to use this profile for the recurring charges**.
- Click **Add Profile**.