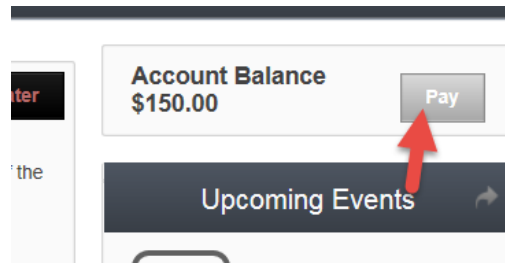


# How to pay bills online.

1. Check the balance of your account. (There are 3 options for accessing your balance. Either way will give you the information you need.)

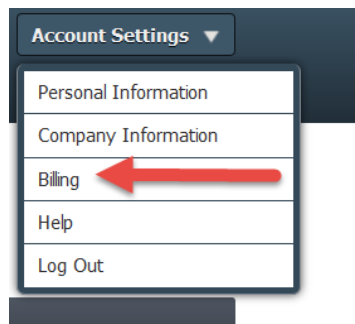
a. Option 1 – Home Screen

i. When you log in to the Member Information Center (MIC) you will see the account balance on the Home Screen.



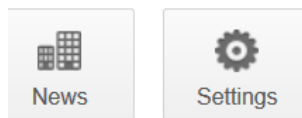
b. Option 2 – Account Settings

ii. Access the billing area from the Account Settings button > Billing

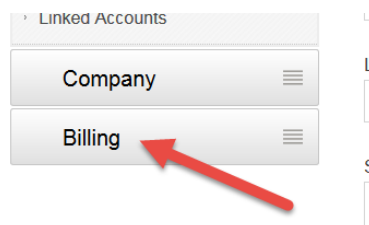


c. Billing section

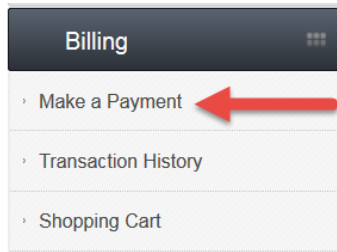
iii. Go to Settings



iv. Billing



v. Make a payment.



**Note:** If you are the primary or billing rep for your account you will see all the invoices tied to your member record including individual rep invoices. If you are a standard user you will only see the invoices that are tied to your rep record. These options are granted to the users by the Chamber/Association. Please contact them if you have any questions.

Primary or Billing Rep View

Open Invoices (2)		Selected Invoice Total		
View All		\$0.00		
Invoice #	Details	Subtotal	Balance Due	Payment Amount
<input type="checkbox"/> 1784	Bill To: <b>lily bean</b> Date: 11/19/2015 Due: 11/19/2015 \$100.00 Marketing upgrade <span style="border: 1px solid red; padding: 2px;">member invoice</span>	100.00	100.00	0.00
<input type="checkbox"/> 1785	Bill To: <b>Lily Larson</b> Date: 11/19/2015 Due: 11/19/2015 \$50.00 1 Booth for Fall Craft Fair (Lily Larson) <span style="border: 1px solid red; padding: 2px;">Rep Invoice</span>	50.00	50.00	0.00

Make an additional payment

**Continue**

Standard Rep View

Invoice #	Details	Subtotal	Balance Due	Payment Amount
<input type="checkbox"/> 1785	Bill To: <b>Lily Larson</b> Date: 11/19/2015 Due: 11/19/2015 \$50.00 1 Booth for Fall Craft Fair (Lily Larson)	50.00	50.00	0.00

Only shows invoices that are the responsibility of the rep

# How to make a payment in the MIC

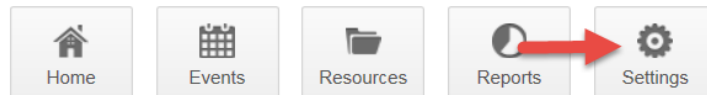
There are 2 options for making a payment for your member account online through the MIC.

## Option 1

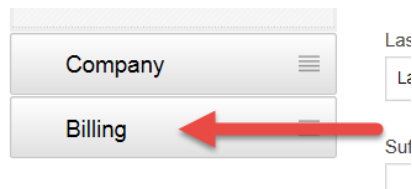
1. If you have a balance you are able to click the Pay button on your home screen and this will take you in to the Billing area to see your open invoices. Once you are in the Billing area you can select the invoice(s) you would like to pay and click Continue.
2. The next screen you will see is the Shopping cart. This is where you can review your order and make any last minute changes before going to the credit card screen.

## Option 2

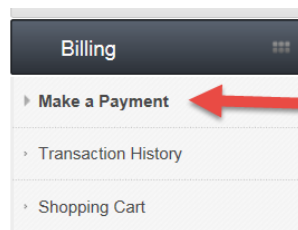
1. If you do not have an open balance but would like to make a payment to your account you can do this by following these steps.
  - a. From the home page click on Settings



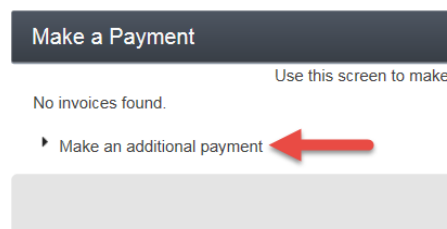
- b. Click on Billing in the Left hand Navigation



- c. Select Make a Payment



- d. Click Make an additional payment



- e. Enter in the amount of the additional payment
- f. Enter in a comment so your payment is applied properly
- g. Click Continue to move on to the Shopping Cart screen

▼ Make an additional payment

Additional Payment Amount:



Comment:



\*Total Payment Amount:

\*Total of selected invoices and additional payment amount.

**Continue**

- h. After reviewing your shopping cart click Checkout

Checkout

## Holly Anderson (Magnificent Mutts) Anderson

Member payment for Magnificent Mutts

\$0.01

# \$0.01

## 1 Items

Count: 1

Checkout >

- i. Enter in your card information and process the payment.

Online Credit Card Payment.

\*Card Number:  \*CSC:

\*Expiration Date:  /

First Name:  Last Name:

Company Name:

Street:

City:  State:  Postal Code:

Country:

Phone:  Email:

< Back
 Checkout >

\*Your association will be notified of the payment and they will apply it according to your comment/request.

# Explanation of the billing areas in the MIC

1. Make a Payment Button – This is the area of the MIC that allows you to pay open invoices or make additional payments to put money on your account to be used at another time.
2. Transaction History – This will show you the list of transaction history for your account.
3. Shopping cart – These are items that you have chosen to pay but have not completed the process yet.

