

Make a Payment via the MIC For Your Members

Make a Payment with Open Invoice

1. After logging in to the **Member Information Center (MIC)**, select the **Pay** button on your home screen.

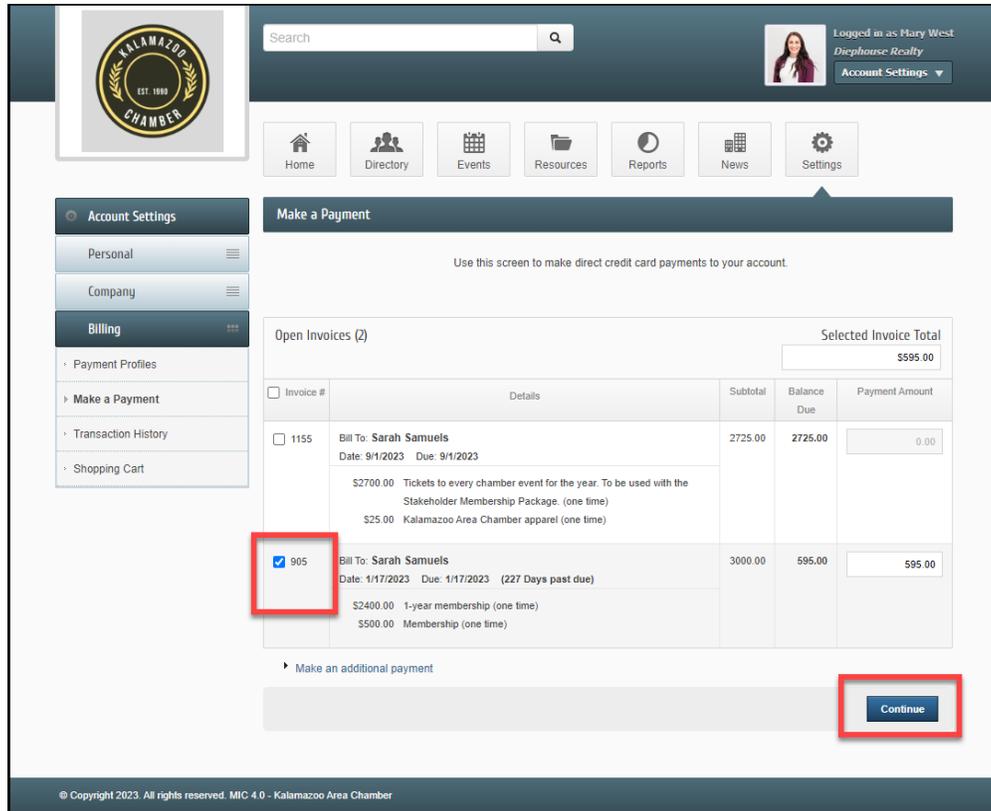
The screenshot shows the MIC home screen. At the top left is the Kalamazoo Chamber logo. A search bar is at the top center. On the top right, the user is logged in as Mary West, Diephouse Realty, with an 'Account Settings' dropdown. Below the search bar is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there are 'Shortcuts' and 'Links' sections. The main content area is titled 'Home' and features a 'Welcome Message' with a 'Read Later' button. A red box highlights the 'Account Balance \$3320.00' and the 'Pay' button. To the right, there are sections for 'Upcoming Events' (Weekly Trivia Night) and 'Member Profile' (Your Company Profile is 94%).

2. This will take you to the **Billing** area where you can view your open invoices.

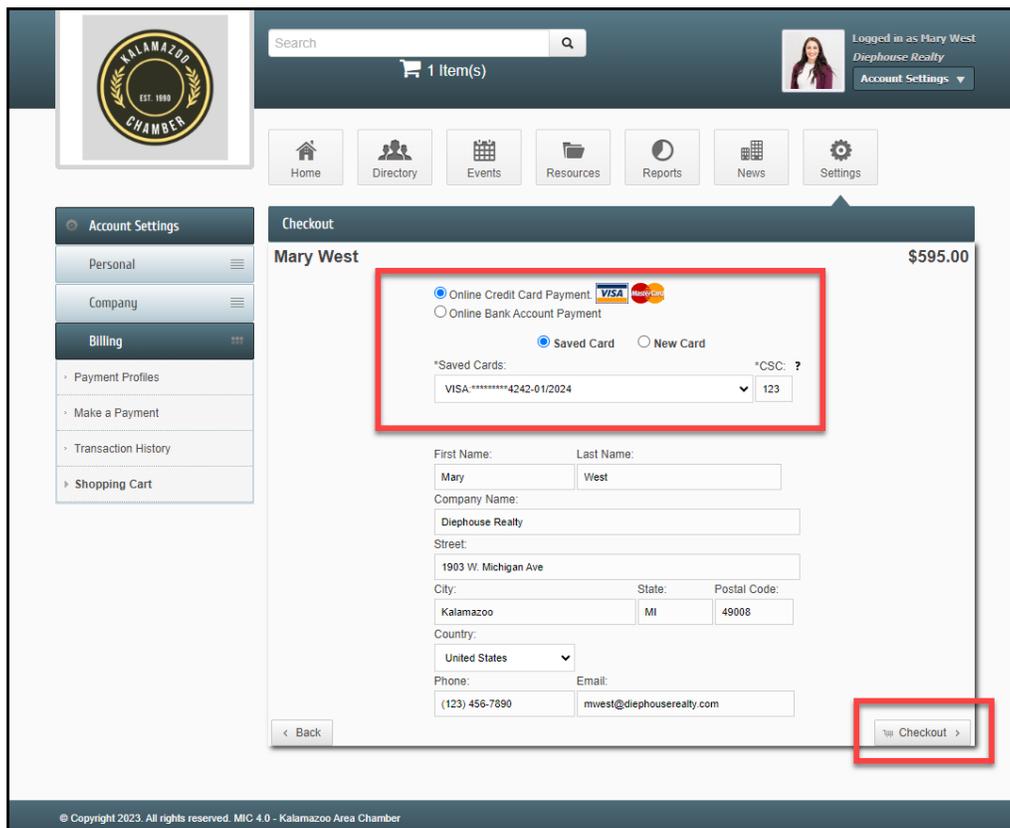
The screenshot shows the 'Make a Payment' screen. The left sidebar has 'Account Settings' selected, with sub-sections for Personal, Company, and Billing. The main content area is titled 'Make a Payment' and includes the instruction: 'Use this screen to make direct credit card payments to your account.' A red box highlights the 'Open Invoices (2)' table. The table has columns for Invoice #, Details, Subtotal, Balance Due, and Payment Amount. Below the table is a 'Continue' button.

Invoice #	Details	Subtotal	Balance Due	Payment Amount
<input type="checkbox"/> 1155	Bill To: Sarah Samuels Date: 9/1/2023 Due: 9/1/2023 \$2700.00 Tickets to every chamber event for the year. To be used with the Stakeholder Membership Package. (one time) \$25.00 Kalamazoo Area Chamber apparel (one time)	2725.00	2725.00	0.00
<input type="checkbox"/> 905	Bill To: Sarah Samuels Date: 1/17/2023 Due: 1/17/2023 (227 Days past due) \$2400.00 1-year membership (one time) \$500.00 Membership (one time)	3000.00	595.00	0.00

3. Select the checkbox next to the invoice you would like to pay and select **Continue** to proceed with payment.



4. In the **Shopping Cart** section, enter your payment information or select a previously saved **Payment Profile**. Select **Checkout**.



5. You will see a confirmation once the payment has been processed successfully.

The screenshot displays a web application interface for the Kalamazoo Area Chamber. At the top left is the chamber's logo, which includes the text "KALAMAZOO CHAMBER" and "EST. 1899". To the right of the logo is a search bar and a shopping cart icon indicating "1 Item(s)". The user is logged in as "Mary West" from "Diephouse Realty", with an "Account Settings" dropdown menu.

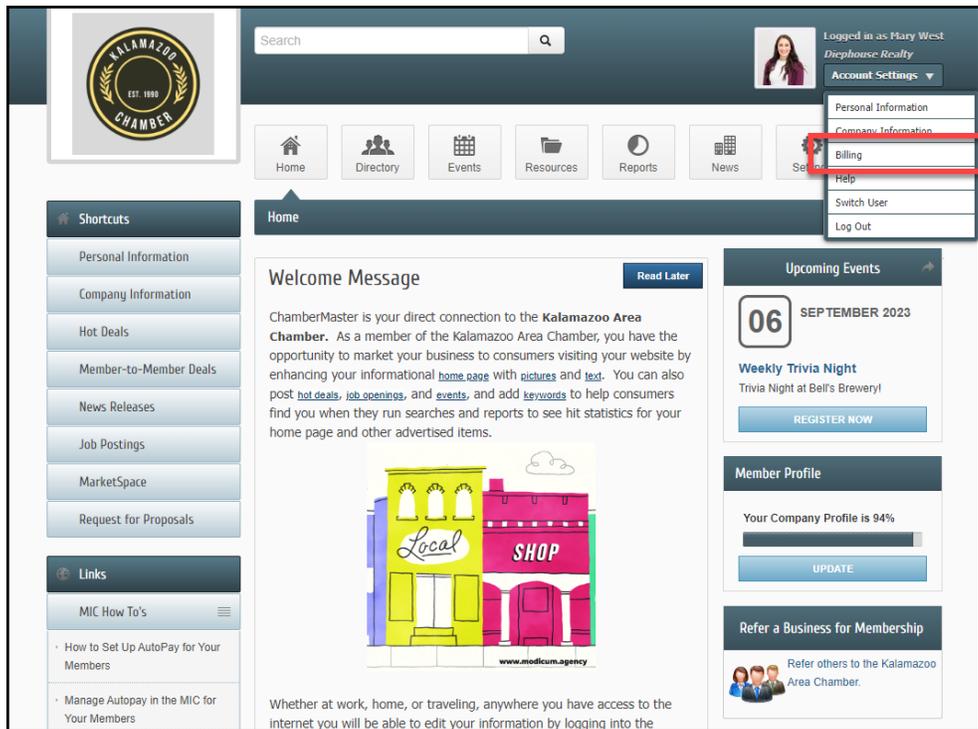
A navigation bar contains icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left side, there is a sidebar menu under "Account Settings" with options for Personal, Company, Billing, Payment Profiles, Make a Payment, Transaction History, and Shopping Cart.

The main content area features a "Checkout" section with a "Checkout Successful" message. A green checkmark icon precedes the text: "Payment for Invoice #905 (Diephouse Realty) \$595.00". To the right of this text is "Count: 1". Below this, the following details are listed: "Transaction ID: 120003078290", "Last 4 of Acct Number: 4242", and "Amount: \$595.00". A note states: "A copy of this receipt has been emailed to mwest@diephouserealty.com". The message concludes with "Thank you, Kalamazoo Area Chamber" and a "Continue" button.

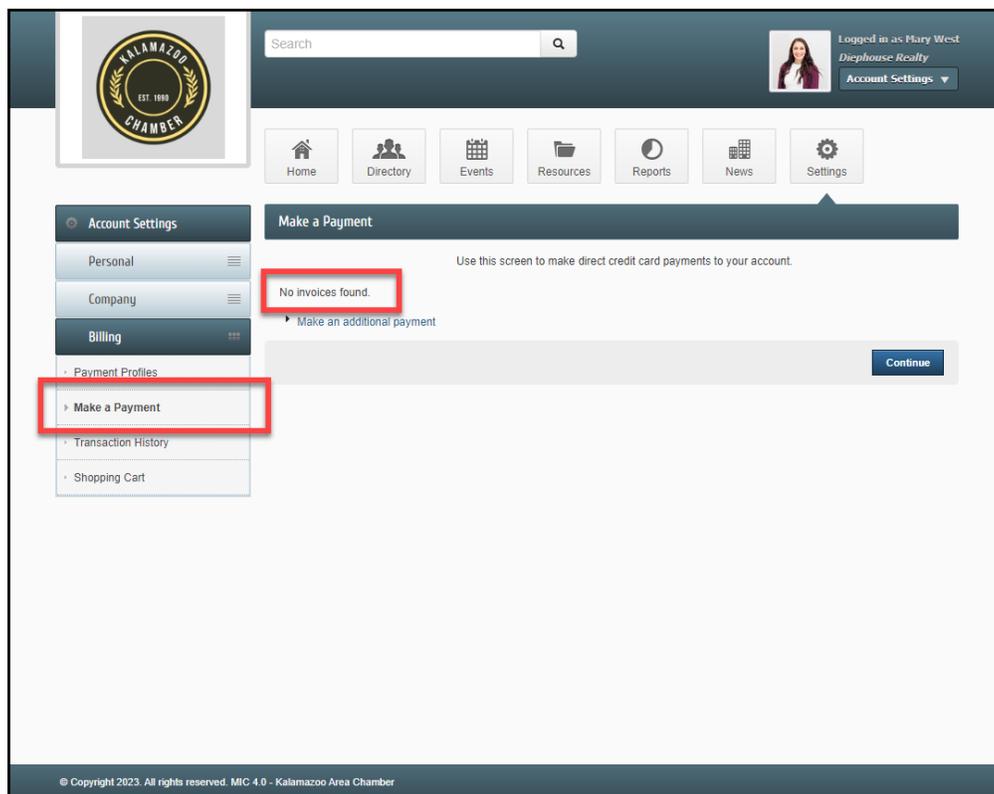
At the bottom of the page, a footer reads: "© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber".

Make a Payment without an Open Invoice

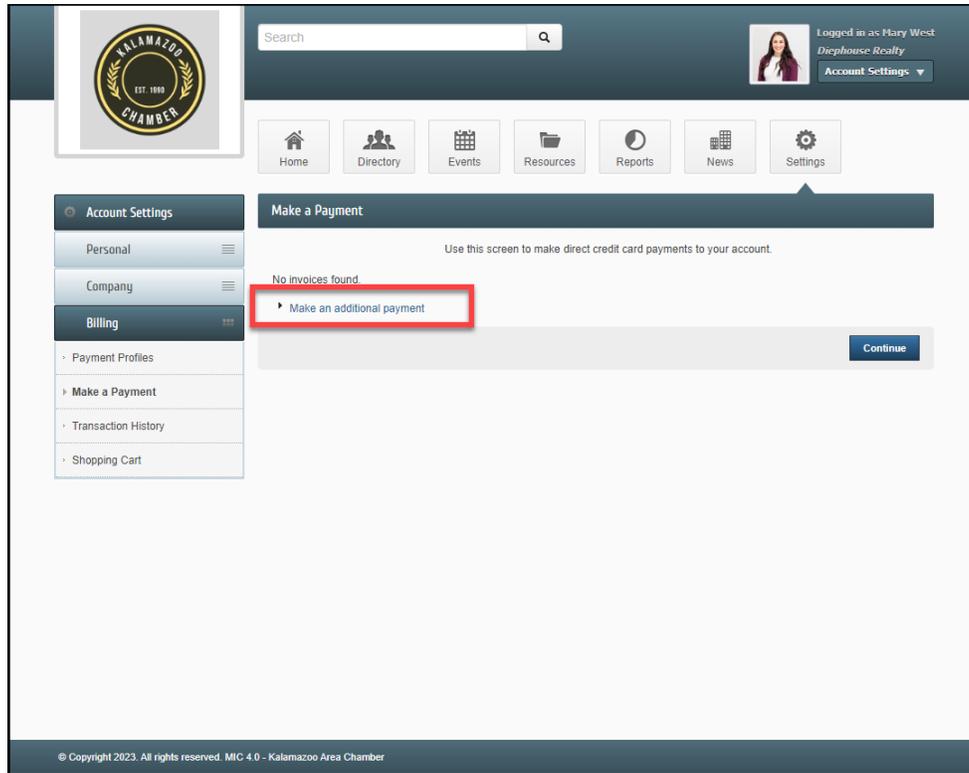
1. After logging in to the **MIC**, click the **Account Settings** menu to navigate to the **Billing** area.



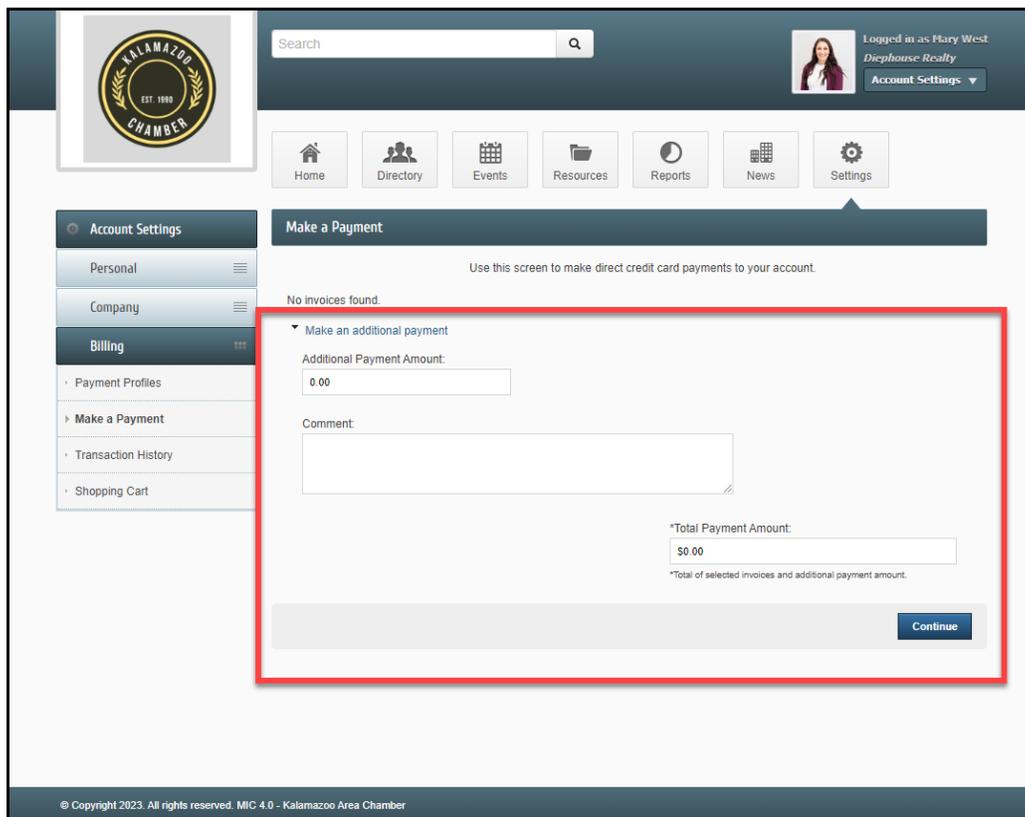
2. In the **Make a Payment** section, **No Invoices found** will be displayed, indicating you do not have an open invoice.



3. Select **Make an additional payment**.



4. Enter the amount of the additional payment. Include a comment so when your organization is notified of your payment, it can be applied according to your comment/request. Select **Continue**.



5. In the **Shopping Cart** section, enter your payment information or select a previously saved **Payment Profile**. Select **Checkout**.

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6. You will see a confirmation once the payment has been processed successfully.

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