Credit/Debit Card Payment Profiles in the MIC for Your Members

1. In the Member Information Center (MIC), click Account Settings in the upper right.

Search			٩		ļ		Logged in as Anthony Mane Anthony's on Main Account Settings 🔻
							Personal Information
<u></u>		state	P		m		Company Information
1 Lama	Directory	Evente	Resources	Departa			Billing
Home	Directory	Events	Resources	Reports	INEWS	Setting	Help
							Switch User
Home							Log Out

- 2. Click Billing.
- 3. In the left-hand navigation panel, click **Payment Profiles.**

274 MBET	AmeImage: DirectoryImage: Directory </th
Account Settings	Payment Profiles
Personal 📃	My Payment Profiles
Company 🗮	Pay bills and checkout of your shopping cart quickly and securely. Create, delete and edit your payment profiles that will be options for
Billing 🚥	
▶ Payment Profiles	None Available
 Make a Payment 	
 Autopay & Billing 	Add a New Payment Profile
 Transaction History 	
 Shopping Cart 	

4. Click Add a New Payment Profile.

CHAMBER	Home Directory Events Resources Reports News Settings
Account Settings	Payment Profiles
Personal	My Payment Profiles
Company	Pay bills and checkout of your shopping cart quickly and securely. Create, delete and edit your payment profiles that will be options for
Billing	payment methods with Kalamazoo Area Chamber.
▶ Payment Profiles	Current Profiles None Available
Make a Payment	
 Autopay & Billing 	► Add a New Payment Profile
 Transaction History 	
 Shopping Cart 	

5. Select **Card** and enter all required credit card information.

CHAMBER		Home Directo	ry Events	Resources	O Reports	News	O Settings		
Account Settings		Payment Profiles							
Personal	=	My Payment Profile	25						
Company	=	Pay bills and checkout of your shopping cart quickly and securely. Create, delete and edit your payment profiles that will be options for							
Billing		payment methods with Kalamazoo Area Chamber.							
Payment Profiles		Current Profiles	12 01/2022						
 Make a Payment 			12-01/2032						
 Autopay & Billing 		✓ Add a New Payment Profi	le						
 Transaction History 		Payment Informatio	n						
 Shopping Cart 		Card			11S bank account	+			
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		Company:							
		Diephouse Realty							
		*First Name:	*First Name:			*Last Name:			
		Mary			West				
		*Street:							
		1903 W. Michigan Ave							
		*City:	*State:			*Zip:			
		Kalamazoo	MI			49008			
		"Country:							
		United States						•	
		(123) 456 7890			Eilidii.				
		Add Profile							

6. Click Add Profile.

 Make a Payment 									
 Autopay & Billing 	Add a New Payment Profile Payment Information								
 Transaction History 									
 Shopping Cart 	Card	DS bank account							
	Card number		Expiration	CVC					
	1234 1234 1234 1234	VISA	MM / YY	CVC					
	Company:								
	Diephouse Realty								
	*First Name:		*Last Name:						
	Mary	West							
	*Street:								
	1903 W. Michigan Ave								
	*City:	*Z							
	Kalamazoo MI		4	8008					
	*Country:								
	United States	~							
	Phone:	*Email:							
	(123) 456-7890	mwest@diephouserealty.com							
	Add Profile								
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