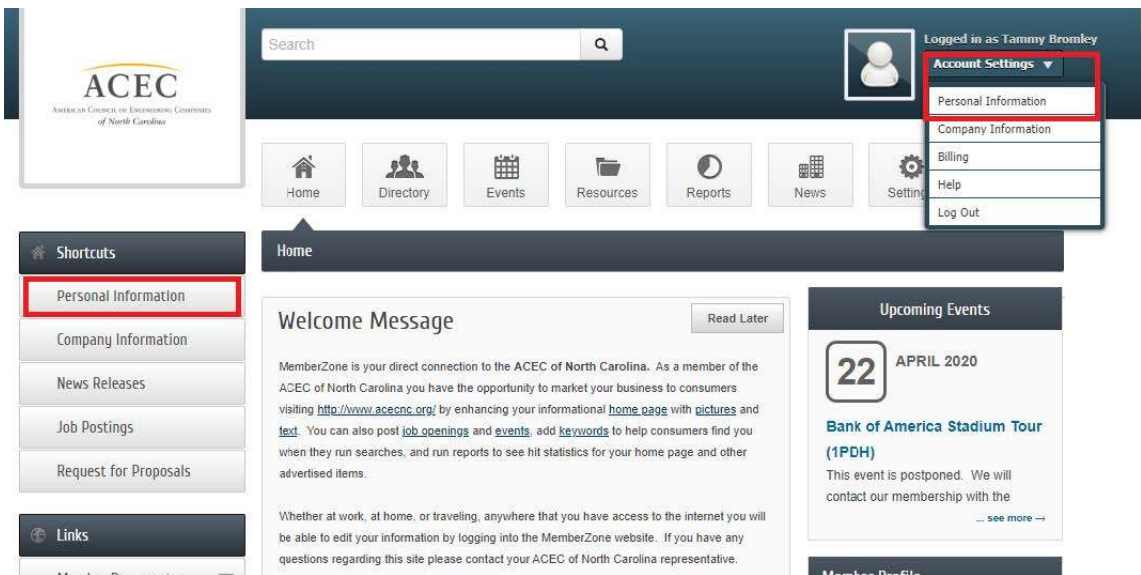


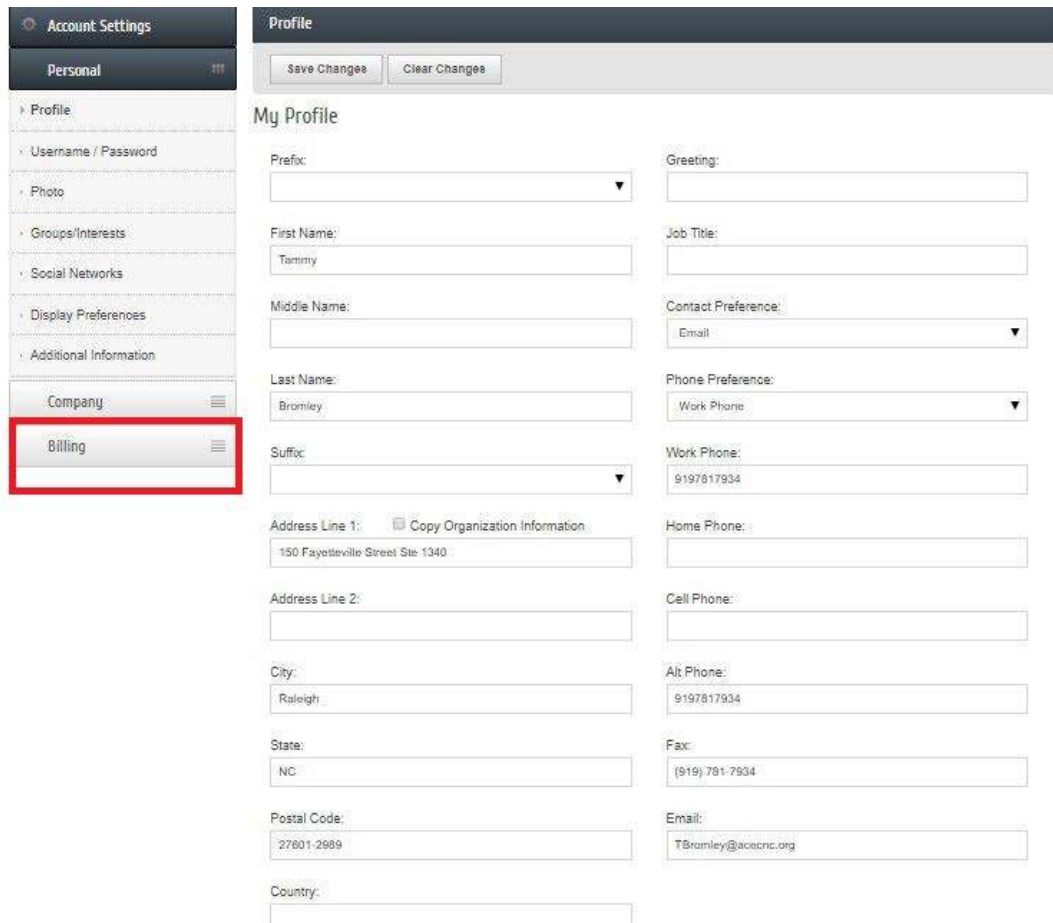
How to Make Payment Online

1. After logging in, you can either go to Account Settings > Personal Information OR click Personal Information tab in left hand sidebar.



The screenshot shows the ACEC MemberZone dashboard. At the top right, a user profile icon is labeled "Logged in as Tammy Bromley". A dropdown menu is open, showing options: Account Settings (selected), Personal Information (highlighted with a red box), Company Information, Billing, Help, and Log Out. The main dashboard area includes a search bar, navigation icons for Home, Directory, Events, Resources, Reports, News, and Settings. A left sidebar contains shortcuts for Personal Information (highlighted with a red box), Company Information, News Releases, Job Postings, Request for Proposals, and Links. The main content area features a "Welcome Message" and an "Upcoming Events" section for April 22, 2020, listing the "Bank of America Stadium Tour (1PDH)".

2. Once you get to your Profile Page, select Billing located at the bottom of sidebar on the left-hand side.



The screenshot shows the "Profile" page in the ACEC MemberZone. The left sidebar is expanded to show "Account Settings" with "Billing" selected (highlighted with a red box). The main content area is titled "My Profile" and contains a form with the following fields:

- Prefix: [Dropdown]
- First Name: [Text: Tammy]
- Middle Name: [Text]
- Last Name: [Text: Bromley]
- Suffix: [Dropdown]
- Address Line 1: [Text: 150 Fayetteville Street Ste 1340]
- Address Line 2: [Text]
- City: [Text: Raleigh]
- State: [Text: NC]
- Postal Code: [Text: 27601-2689]
- Country: [Text]
- Greeting: [Text]
- Job Title: [Text]
- Contact Preference: [Dropdown: Email]
- Phone Preference: [Dropdown: Work Phone]
- Work Phone: [Text: 9197817934]
- Home Phone: [Text]
- Cell Phone: [Text]
- Alt Phone: [Text: 9197817934]
- Fax: [Text: (919) 781-7934]
- Email: [Text: TBromley@acecnc.org]

3. Select "Make a Payment"

Account Settings

- Personal
- Company
- Billing**
- Payment Profiles
- Make a Payment**
- Transaction History
- Shopping Cart

Profile

Save Changes Clear Changes

My Profile

Prefix: Greeting:

First Name: Tammy Job Title:

Middle Name: Contact Preference: Email

Last Name: Phone Preference:

4. Select "Make an additional payment."

Home Directory Events Resources Reports News Settings

Account Settings

- Personal
- Company
- Billing**
- Payment Profiles
- Make a Payment**
- Transaction History
- Shopping Cart

Make a Payment

Use this screen to make direct credit card payments to your account.

No invoices found.

Make an additional payment

Continue

5. Enter Amount, and in the Comment box put invoice number or description of what you are making a payment for. (Registration for XX event, Sponsorship for XX event, etc.)

Account Settings

- Personal
- Company
- Billing**
- Payment Profiles
- Make a Payment**
- Transaction History
- Shopping Cart

Make a Payment

Use this screen to make direct credit card payments to your account.

No invoices found.

Make an additional payment

Additional Payment Amount: 0.00

Comment:

*Total Payment Amount: \$0.00

*Total of selected invoices and additional payment amount.

6. Continue through and add credit card information and process payment