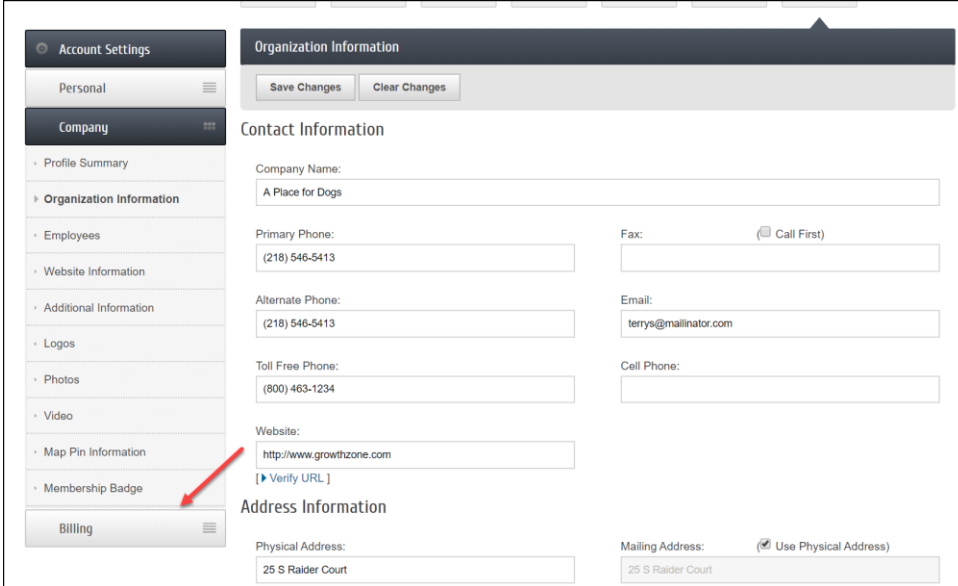


How to Store a Credit Card/Bank Account in the MIC

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**



Account Settings

- Personal
- Company**
- Profile Summary
- Organization Information
- Employees
- Website Information
- Additional Information
- Logos
- Photos
- Video
- Map Pin Information
- Membership Badge
- Billing**

Organization Information

Save Changes Clear Changes

Contact Information

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
[\[Verify URL \]](#)

Fax: Call First

Email:
terrys@mailinator.com

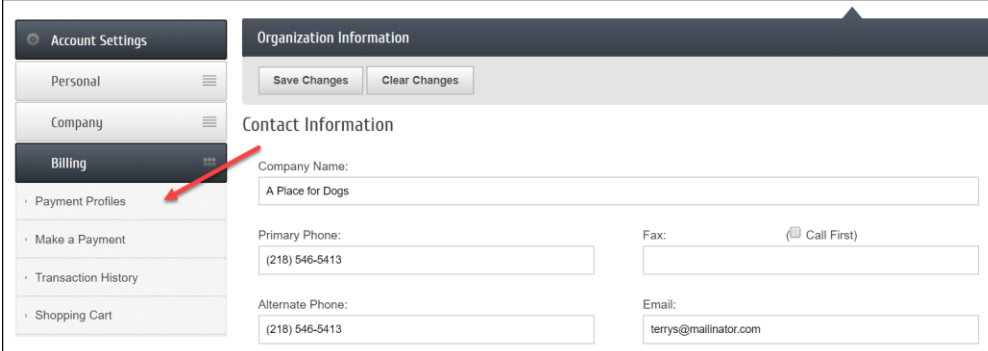
Cell Phone:

Address Information

Physical Address:
25 S Raider Court

Mailing Address: Use Physical Address
25 S Raider Court

3. Click **Billing**



Account Settings

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

Organization Information

Save Changes Clear Changes

Contact Information

Company Name:
A Place for Dogs

Primary Phone:
(218) 546-5413

Alternate Phone:
(218) 546-5413

Fax: Call First

Email:
terrys@mailinator.com



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:

6. Enter the required credit card information. Ensure that the address and card owner information are those associated to the card.
7. 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**.
8. Click **Add Profile**.