

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. The user is logged in as Mary West, Diephouse Realty. The account balance is \$3320.00, and a 'Pay' button is highlighted in a red box. The page includes a search bar, navigation icons (Home, Directory, Events, Resources, Reports, News, Settings), and a 'Shortcuts' section with links to Personal Information, Company Information, Hot Deals, Member-to-Member Deals, News Releases, Job Postings, MarketSpace, and Request for Proposals. A 'Welcome Message' section provides information about the Kalamazoo Area Chamber and the ChamberMaster website. A 'Local SHOP' graphic is also visible.

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

The screenshot shows the MIC Billing page. The 'Make a Payment' section is active, showing a table of open invoices. The 'Selected Invoice Total' is \$0.00. A red box highlights the 'Open Invoices (2)' table.

Invoice #	Details	Subtotal	Balance Due	Payment Amount
☐ 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
☐ 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

Make an additional payment

Continue

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

© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber

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

© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber

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. The top navigation bar includes a search bar, a shopping cart icon with '1 Item(s)', and a user profile section for 'Mary West' from 'Diephouse Realty' with an 'Account Settings' dropdown. Below the navigation bar is a row of icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left, a sidebar menu under 'Account Settings' lists 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. This message includes a green checkmark, the text 'Payment for Invoice #905 (Diephouse Realty)' with a 'Count: 1', the amount '\$595.00', and transaction details: 'Transaction ID: 120003078290', 'Last 4 of Acct Number: 4242', and 'Amount: \$595.00'. It also states that a receipt copy has been emailed to 'mwest@diephouserealty.com' and is signed 'Thank you, Kalamazoo Area Chamber'. A 'Continue' button is located at the bottom right of the confirmation box. The footer at the bottom of the page reads '© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber'.

KALAMAZOO CHAMBER EST. 1990

Search

1 Item(s)

Logged in as Mary West
Diephouse Realty
Account Settings

Home Directory Events Resources Reports News Settings

Account Settings

Personal

Company

Billing

Payment Profiles

Make a Payment

Transaction History

Shopping Cart

Checkout

Checkout Successful

✓ Payment for Invoice #905 (Diephouse Realty) Count: 1
\$595.00

Transaction ID: 120003078290
Last 4 of Acct Number: 4242
Amount: \$595.00

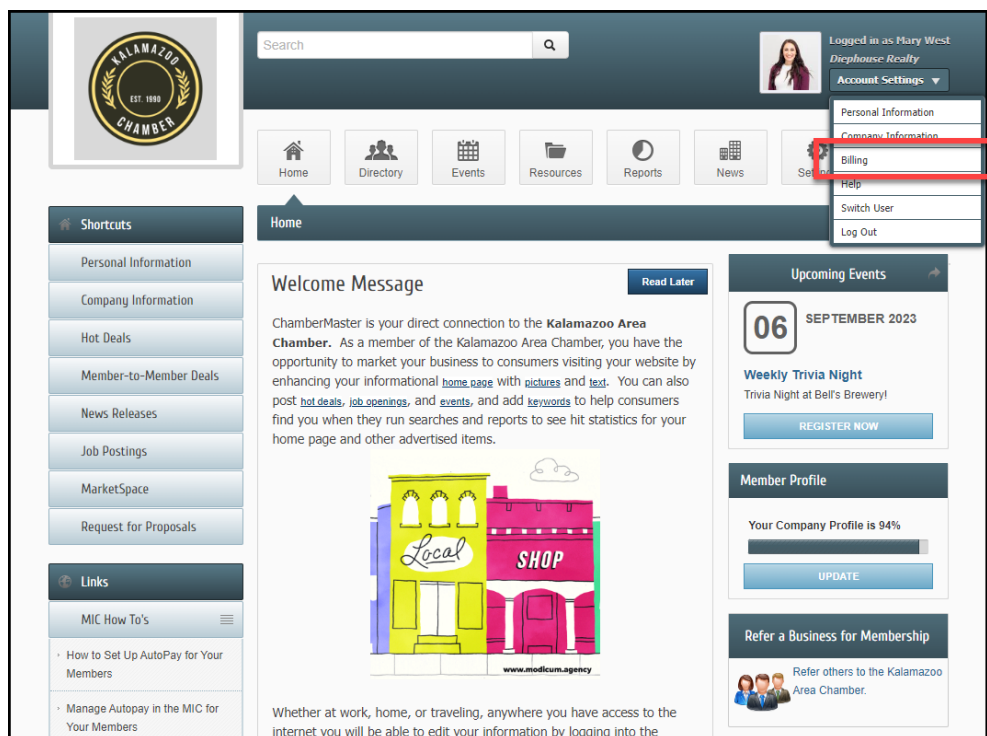
A copy of this receipt has been emailed to mwest@diephouserealty.com
Thank you,
Kalamazoo Area Chamber

Continue

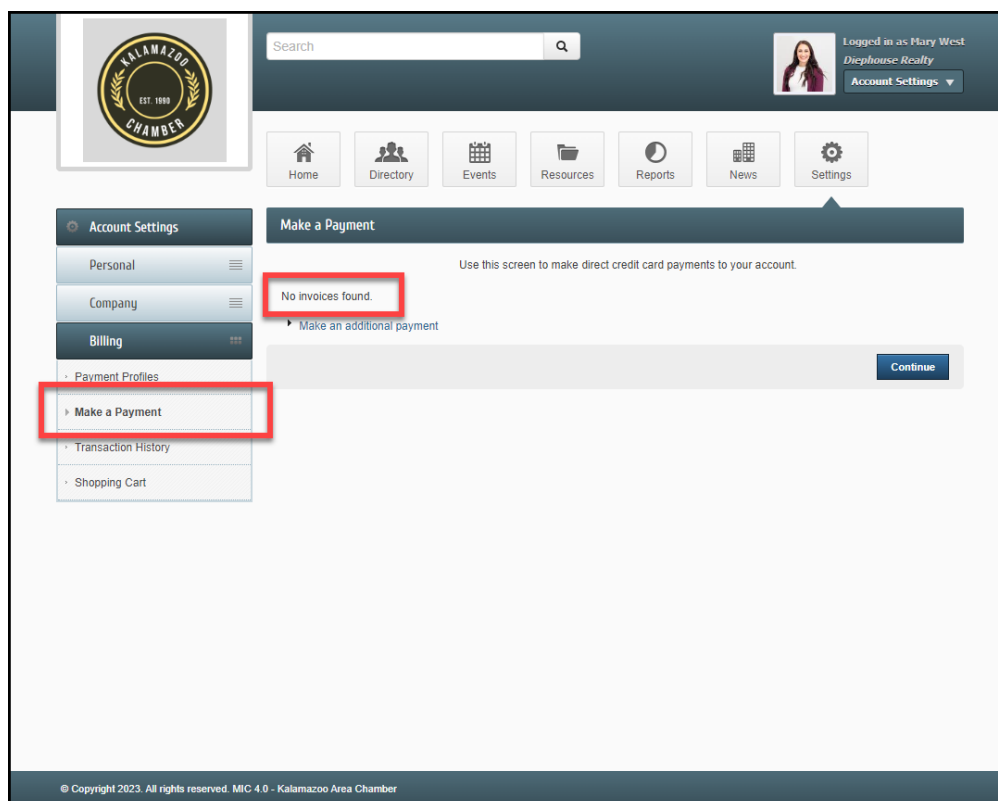
© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber

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**.

The screenshot shows the Kalamazoo Area Chamber website interface. The user is logged in as Mary West, Diephouse Realty. The left sidebar contains 'Account Settings' with sub-items: Personal, Company, Billing, Payment Profiles, Make a Payment, Transaction History, and Shopping Cart. The main content area is titled 'Make a Payment' and includes a search bar, navigation icons (Home, Directory, Events, Resources, Reports, News, Settings), and a 'Make a Payment' section. A red box highlights the 'Make an additional payment' link under the 'No invoices found' message. A 'Continue' button is visible at the bottom right of the 'Make a Payment' section.

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**.

The screenshot shows the Kalamazoo Area Chamber website interface, similar to the previous one. The 'Make an additional payment' link is expanded, and the form is highlighted with a red box. The form includes fields for 'Additional Payment Amount' (set to 0.00), 'Comment' (a text area), and a 'Continue' button. The total payment amount is displayed as \$0.00. The footer indicates '© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber'.

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

Kalamazoo Area Chamber

Search

1 Item(s)

Logged in as Mary West
Diephouse Realty
Account Settings

Home Directory Events Resources Reports News Settings

Account Settings

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

Checkout

Mary West \$100.00

☒ Online Credit Card Payment

☐ Online Bank Account Payment

☒ Saved Card ☐ New Card

*Saved Cards: VISA ****4242-01/2024 *CSC: ?

First Name: Mary Last Name: West

Company Name: Diephouse Realty

Street: 1903 W. Michigan Ave

City: Kalamazoo State: MI Postal Code: 49008

Country: United States

Phone: (123) 456-7890 Email: mwest@diephouserealty.com

< Back Checkout >

© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber

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

Kalamazoo Area Chamber

Search

1 Item(s)

Logged in as Mary West
Diephouse Realty
Account Settings

Home Directory Events Resources Reports News Settings

Account Settings

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

Checkout

Checkout Successful

✓ Member payment for Diephouse Realty \$100.00 Count: 1

Transaction ID: 120003078637
Last 4 of Acct Number: 4242
Amount: \$100.00

A copy of this receipt has been emailed to mwest@diephouserealty.com
Thank you,
Kalamazoo Area Chamber

Continue

© Copyright 2023. All rights reserved. MIC 4.0 - Kalamazoo Area Chamber