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**

3. Click **Billing**
4. Click **Payment Profiles**.

5. Click **Add a New Payment Profile**.

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**.