

For Chamber Members

How to Make a Payment Online:

- Navigate to the MEMBERS ONLY login page.
- Enter your MEMBER ACCOUNT login information. This should be your four digit MEMBER ID # and corresponding password. *(Please contact the office if you do not know your MEMBER (ADMINISTRATIVE) login information.)* Select "Login" below the "Member #" and "Password" Fields.
- A new page will load; your MEMBER ACCOUNT profile.
- Select the center tab, labeled "Account."
- Once the ACCOUNT tab loads, a list of all Member transactions will populate. Newest Invoices/Payments will be on the top of the list. **Open Invoices are highlighted in bold.** (You can review the details of any invoices/payments by selecting the transaction Description.)
- Scroll down below the list of invoices and select "Make a Payment..."
- A new page will load with all Open Invoices. Select which invoices you wish to make payment on by checking the boxes on the left. Once you have selected all applicable invoices, click "Continue" at the bottom of the page.
- A new page will load. Enter your credit card information. * Please note that your Member Contact information automatically populates. If the billing address linked to your credit card differs from this information, your card will not go through. Please update this information accordingly at this step in the process. *Please also note that American Express is not accepted through our online portal.*
- When all required fields (denoted with *) are completed on this page, select "Pay Now" at the bottom of the screen.

Thank you for your payment. Let us know if you have any questions.