

MEMBERSHIP

HOW TO RENEW

Below you will find the steps to renew your membership using our Member Information Center (MIC) or Member Portal. Not sure how to log in to the Member Portal, here is the [link](#).

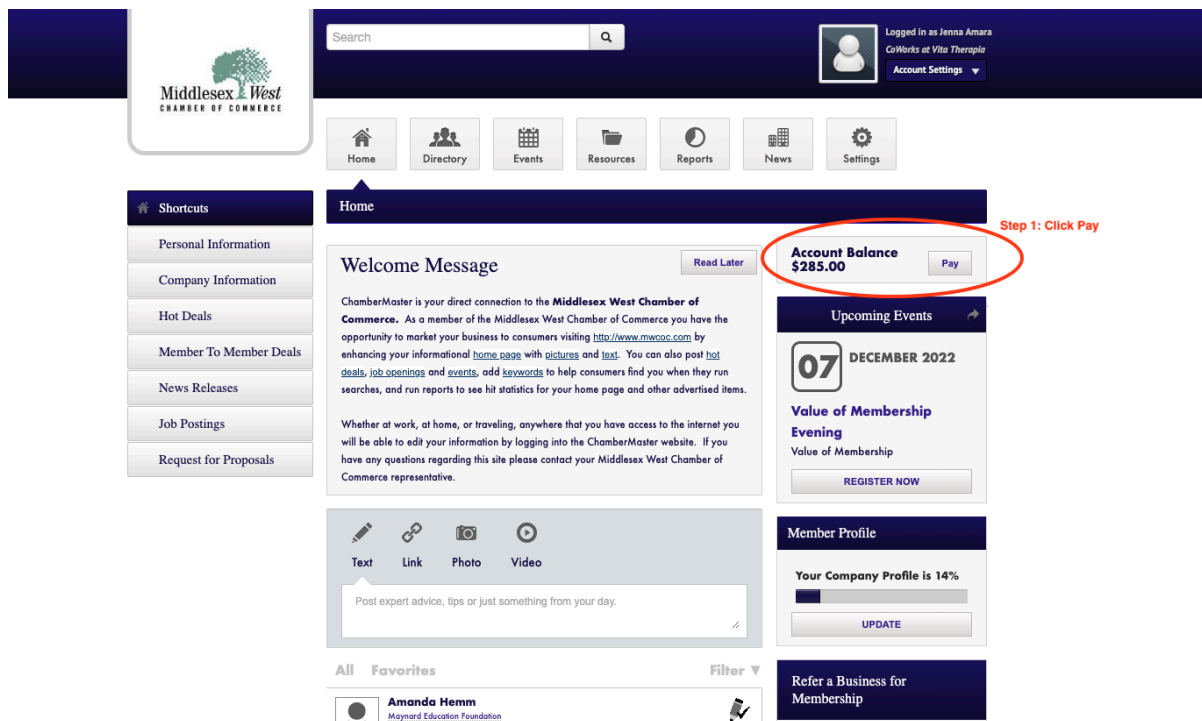
(If you don't have a password, no problem, just send an email to info@mwcoc.com and we'll reset your password for you.)

Once you are logged into the Member Portal, you will be brought to the Dashboard. All of the instructions for paying with Credit Card and for adding ACH as a payment profile start at the Dashboard.

PAYING YOUR MEMBERSHIP RENEWAL WITH A CREDIT CARD

Let's start with using a credit card to pay your membership renewal.

Below you will see highlighted your current Account Balance. To pay by credit card, simply click pay.



Below you will see that a “Make a Payment” screen appeared. Once Renewal Invoices go out or if you have an outstanding balance, you will see all open invoices here.

To Pay your invoice, select the square by the invoice number as shown below and then enter the amount you are paying.

*You are welcome to switch to monthly billing if that is more convenient for you. Please keep in mind that all monthly payment plans must agree to autopay and auto renew. If you don't want to autopay, be sure to pay the full amount.

Once completed, click continue.

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Logged in as Jenna Amara
CoWorks at Vita Therapia
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Make a Payment

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

Open Invoices (1) Selected Invoice Total

\$0.00

Step 2: Select your invoice

Invoice #	Details	Subtotal	Balance Due	Payment Amount
<input type="checkbox"/> 4440	Bill To: Jenna Amara Date: 11/23/2022 Due: 12/30/2022 \$285.00 01 - MEMBER DUES - (0-5 FTES) (recurs annually)	285.00	285.00	0.00

Step 3: Enter the Amount you are paying

Switch to monthly billing

Note: You are welcome to switch to monthly billing just note that it will automatically sign you up for auto renew.

Make an additional payment

Continue

Next you will see the Checkout screen appear. Here you can enter your credit card information and then click Checkout.

You are done renewing. If you don't receive a receipt to your email, email info@mwcoc.com and we'd be happy to help you.

***IMPORTANT** – If you are paying the whole annual membership and not switching to monthly, here you can opt to autopay/auto-renew. If you do not want to autopay/auto-renew make sure that this option is **NOT** checked.

Middlesex & West
CHAMBER OF COMMERCE

1 Item(s)

GoWorks at Vita Therapia
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Checkout

Jenna Amara \$285.00

Online Credit Card Payment: VISA MasterCard Discover American Express

*Card Number: *CSC: ?

*Expiration Date: 01 / 2023

Turn On Autopay (option to confirm/cancel on the next screen)

Securely Save this Card

*First Name: Jenna *Last Name: Amara

- Or -

*Company Name: CoWorks at Vita Therapia

*Street:

*City: *State: *Postal Code:

*Country: United States

Phone: Email:

< Back Checkout >

Step 4: If you'd like to Auto-Renew make sure to turn on Autopay

SETTING UP ACH PAYMENT FOR YOUR ACCOUNT

Starting from the Dashboard follow along below to learn how to set up ACH payment for your Membership Renewal, Sponsorships, and Event Tickets.

Step 1: Click on Company Information

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Middlesex West CHAMBER OF COMMERCE

Logged in as Jenna Amara
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Shortcuts

- Personal Information
- Company Information**
- Hot Deals
- Member To Member Deals
- News Releases
- Job Postings
- Request for Proposals

Home

Step 1: Click Company Information

Welcome Message [Read Later](#)

ChamberMaster is your direct connection to the **Middlesex West Chamber of Commerce**. As a member of the Middlesex West Chamber of Commerce you have the opportunity to market your business to consumers visiting <http://www.mwccoc.com> by enhancing your informational home page with pictures and text. You can also post hot deals, job openings and events, add keywords to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items.

Whether at work, at home, or traveling, anywhere that you have access to the internet you will be able to edit your information by logging into the ChamberMaster website. If you have any questions regarding this site please contact your Middlesex West Chamber of Commerce representative.

Account Balance **\$285.00** [Pay](#)

Upcoming Events

07 DECEMBER 2022

Value of Membership Evening
Value of Membership
[REGISTER NOW](#)

Member Profile

Your Company Profile is 14%
[UPDATE](#)

Refer a Business for Membership

All Favorites [Filter](#)

Amanda Hemm
Moynard Education Foundation

Step 2: Click on Billing

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Account Settings

- Personal
- Company
- Billing**

Organization Information

[Save Changes](#) [Clear Changes](#)

Contact Information

Step 2: Click on Billing

Company Name:

Primary Phone: Fax: Call First

Alternate Phone: Email:

Toll Free Phone: Cell Phone:

Website:

Step 3: Click on Payment Profiles

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Save Changes Clear Changes

Contact Information

Step 3: Click on Payment Profiles

Company Name:
CoWorks at Vita Therapia

Primary Phone:
(978) 228-5330

Alternate Phone:

Toll Free Phone:

Website:

Fax: Call First

Email:
jenna@vitatherapia.com

Call Phone:

Address Information

Step 4: Click on "Add a New Payment Profile"

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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 Middlesex West Chamber of Commerce.

Current Profiles

Step 4: Click Add a New Payment Profile None Available

Add a New Payment Profile

Step 5: Select Bank Account and fill out your bank information

*Note: You can choose to set up Automatic Payment when setting up Autopay. You will need to click the box in order to enable this option.

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Current Profiles
 None Available

Add a New Payment Profile **Step 5: Choose Bank Account**

Payment Information

Credit Card Bank Account

*Card Number: [] Exp. Month: 01 Exp. Year: 2023 CSC: ?

Notify Middlesex West Chamber of Commerce 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 Middlesex West Chamber of Commerce, keep this checkbox selected so that you can easily identify which profile is being charged. **Note: You can choose to set up Automatic Payments with this profile which will allow you to auto-renew**

Company: CoWorks at Vita Therapia
 *First Name: Jenna *Last Name: Amara
 *Street: []

Below is an example of what it will look like if you click on Bank Account.

Middlesex West
 CHAMBER OF COMMERCE

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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 Middlesex West Chamber of Commerce.

Current Profiles
 None Available

Add a New Payment Profile **This is what it will look like**

Payment Information

Credit Card Bank Account

*Account Number: []
 *Routing Number: []
 *Country: United States
 *Currency: United States Dollar

Notify Middlesex West Chamber of Commerce 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 Middlesex West Chamber of Commerce, keep this checkbox selected so that you can easily identify which profile is being charged.

If you have any questions we are happy to set up a Zoom Call and walk you through the process. Feel free to call 978-228-0010 Tuesday – Thursday, 10am – 1pm or email us at info@mwcoc.com.