

# NBCUniversal

STUDIO OPERATIONS

## Credit Card Authorization Payment Portal Instructions

To ensure the security of your credit card, Universal is now using a web-based payment portal which allows you to authorize Universal to use your credit card for all Rentals, Sales and Deposits.

On the payment portal page, you will:

- Click on the dropdown and choose the correct department **Property/Drapery** or **Sign Shop/Staff Shop** (it's imperative that you choose the right option.)
- Enter your project and card information.
- Add authorized users or anyone who may be picking item up.
- Once you receive your customer ID number, please forward it to us so that we can set up the rental account.

PLEASE SAVE YOUR CUSTOMER ID NUMBER TO ACCESS OR EDIT YOUR ACCOUNT.

<https://nbcupayments.nbcuni.com/>