

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 and choose "**Graphic Sign/Staff Shop**" (it's imperative that you choose the right option or we won't be able to see it and you'll have to do it again.)
- Enter your project information.
- Add authorized users/people pickup up your items.
- Receive a Customer ID Number (we will need this number to set up your account).

PLEASE SAVE YOUR CUSTOMER ID NUMBER TO ACCESS YOUR INFORMATION IN THE FUTURE.

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