

National CineMedia, LLC Credit Card Portal Instructions

Website: <http://payments.ncm.com>

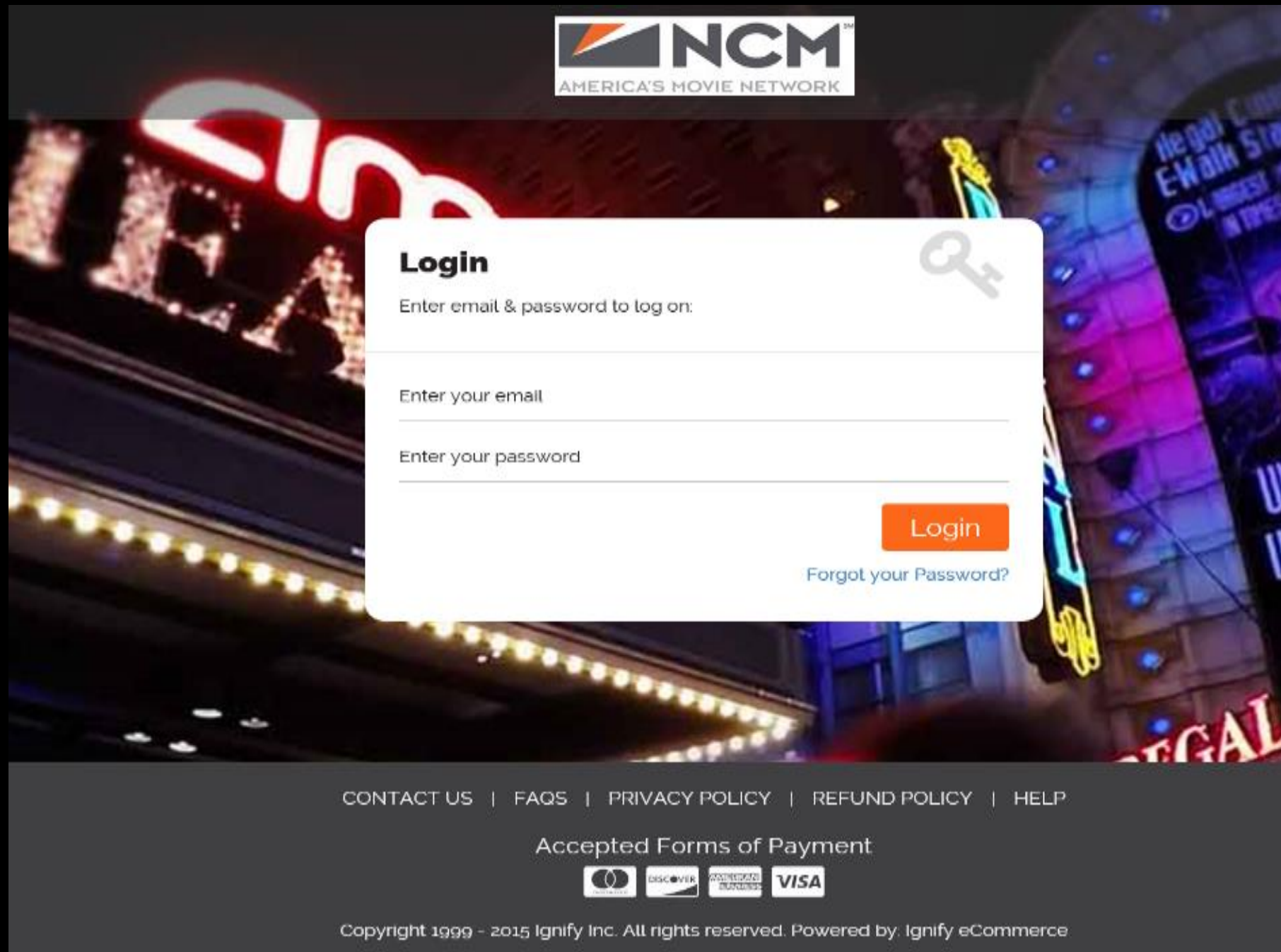
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LOGIN PAGE

Website: <http://payments.ncm.com>

A screenshot of the NCM login page. The background is a dark image of a movie theater marquee with bright lights. At the top center is the NCM logo with the text 'AMERICA'S MOVIE NETWORK'. Below it is a white login box. Inside the box, the word 'Login' is at the top left, and a key icon is at the top right. Below 'Login' is the text 'Enter email & password to log on:'. There are two input fields: 'Enter your email' and 'Enter your password'. To the right of the password field is an orange 'Login' button. Below the button is a link that says 'Forgot your Password?'. At the bottom of the page, there is a footer with links: 'CONTACT US | FAQs | PRIVACY POLICY | REFUND POLICY | HELP'. Below the links is the text 'Accepted Forms of Payment' followed by logos for American Express, Discover, American Express Business, and Visa. At the very bottom is the copyright notice: 'Copyright 1999 - 2015 Ignify Inc. All rights reserved. Powered by: Ignify eCommerce'.

Upon account activation, you will receive an e-mail from donotreply@ncm.com with your username (email address) and a temporary password.

YOU ARE REQUIRED TO CHANGE YOUR PASSWORD FOR SECURITY PURPOSES.

If you forget your password, click the “Forgot Your Password?” then enter your email address and hit “Send.”

MY ACCOUNT PAGE OPTIONS

My Account

PAYMENTS

View Account Info

Your Account Summary

Pay and View Invoices

Payment History

CC Wallet & Auto Pay

ACCOUNT SETTINGS

Name, Email, Password

Address Book

Contacts

LOG OUT

View Account Info

Login Details

Email: C-00020927@ncm.com

Password: *****

Edit

Primary Contact Information

Name: The Company

Company: The Company

Address: 6300 S Syracuse Way, Ste 300, Centennial, Colorado, 80111, United States

Edit

Address List

Customer Number : C-00020927

Address Name: The Company [PRIMARY]

The Company
The Company
6300 S Syracuse Way
Ste 300
Centennial, Colorado, United States
80111
3031234567

More >>

Recent Invoices

View All

Invoice #	Due Date	Total Amt.
INV-202910	Mar 12, 2021	\$1,059.84
		Total: 1

Once signed in, you are taken to “View Account Info”

From here you can click on any of the options on the left-hand side.

Under **Payments** you can make a one-time payment or set up Auto pay.

Under **Account Settings** you can update your password or add a contact.

HOW TO VIEW INVOICES AND MAKE ONE-TIME PAYMENTS

My Account

PAYMENTS

View Account Info

Your Account Summary

1

Pay and View Invoices

Payment History

CC Wallet & Auto Pay

ACCOUNT SETTINGS

Name, Email, Password

Address Book

Contacts

LOG OUT

View Account Info » My Invoices

My Invoices

Invoices for The Company

Invoices must be paid in full!

Quick Search - Show Open and Paid Invoices:
----- All -----

More Search Criteria

Records Per Page: 10

1 2 >

11 Match(es) found

<input type="checkbox"/> Pay	Invoice No.	Inv Date	Due Date	Total Amt.	Amt. Paid	Payment
<div><div>2</div><input checked="" type="checkbox"/></div>	INV-202910	02-10-21	03-12-21	\$1,059.84	\$0.00	\$1059.84
<input type="checkbox"/>	INV-202451	12-28-20	01-27-21	\$2,119.68	\$0.00	\$

1. In the left-hand navigation click “Pay and View Invoices.” This section shows all invoices on your account and is where you make a one-time payment.
2. Check the box next to the invoice number(s) you wish pay. If desired, you may select multiple.
 - To view details or print a copy of the invoice, click on the Invoice Number.

This screen will also show you any paid invoices for historical purposes.

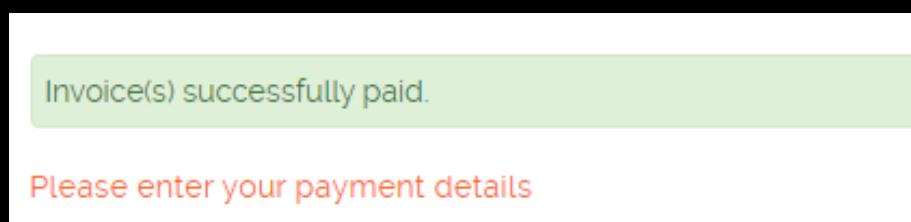
HOW TO VIEW INVOICES AND MAKE ONE-TIME PAYMENTS (CONT.)

3. Scroll down the page and below your invoices enter all the required credit card information in red.

Optional: You may save your card for faster check out by checking the box for “Save New Card” and entering a nickname for the card in the “Save New Card As” field.

4. Click “Agree to the Terms & Conditions”

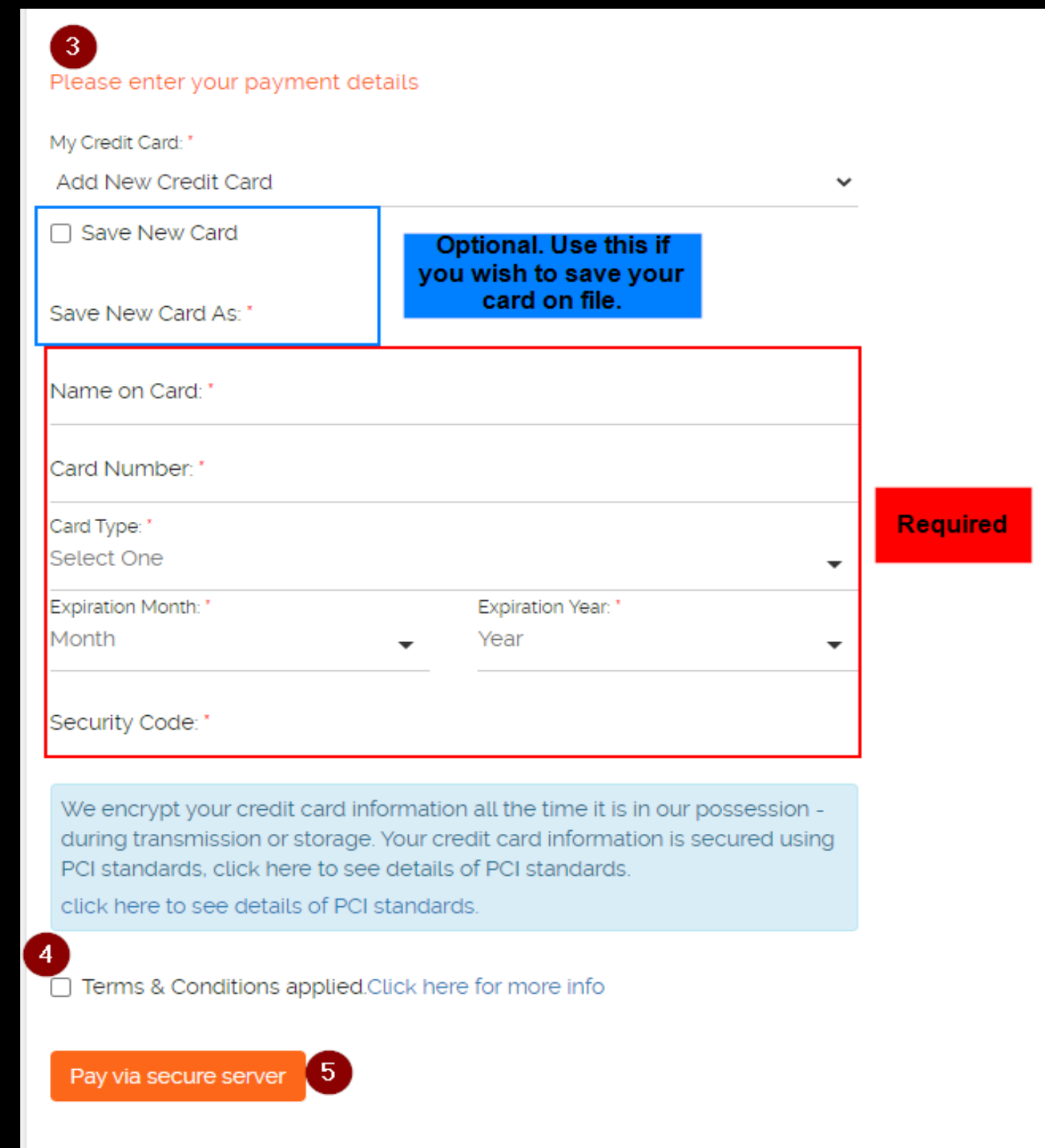
5. Click “Pay via secure server.” While the payment is processing, you will receive a “please wait message.” Once complete, you’ll receive a confirmation email as well as an onscreen confirmation:



Invoice(s) successfully paid.

Please enter your payment details

**NOTE: You cannot specify dollar amounts to pay; your card will be charged based on the remaining amount due on an invoice. A payment greater than \$60,000 will not be accepted via this portal. If you wish to pay differently, please submit a check.*



3 Please enter your payment details

My Credit Card: *
Add New Credit Card

☐ Save New Card

Save New Card As: *

Optional. Use this if you wish to save your card on file.

Name on Card: *

Card Number: *

Card Type: *
Select One

Expiration Month: *
Month

Expiration Year: *
Year

Security Code: *

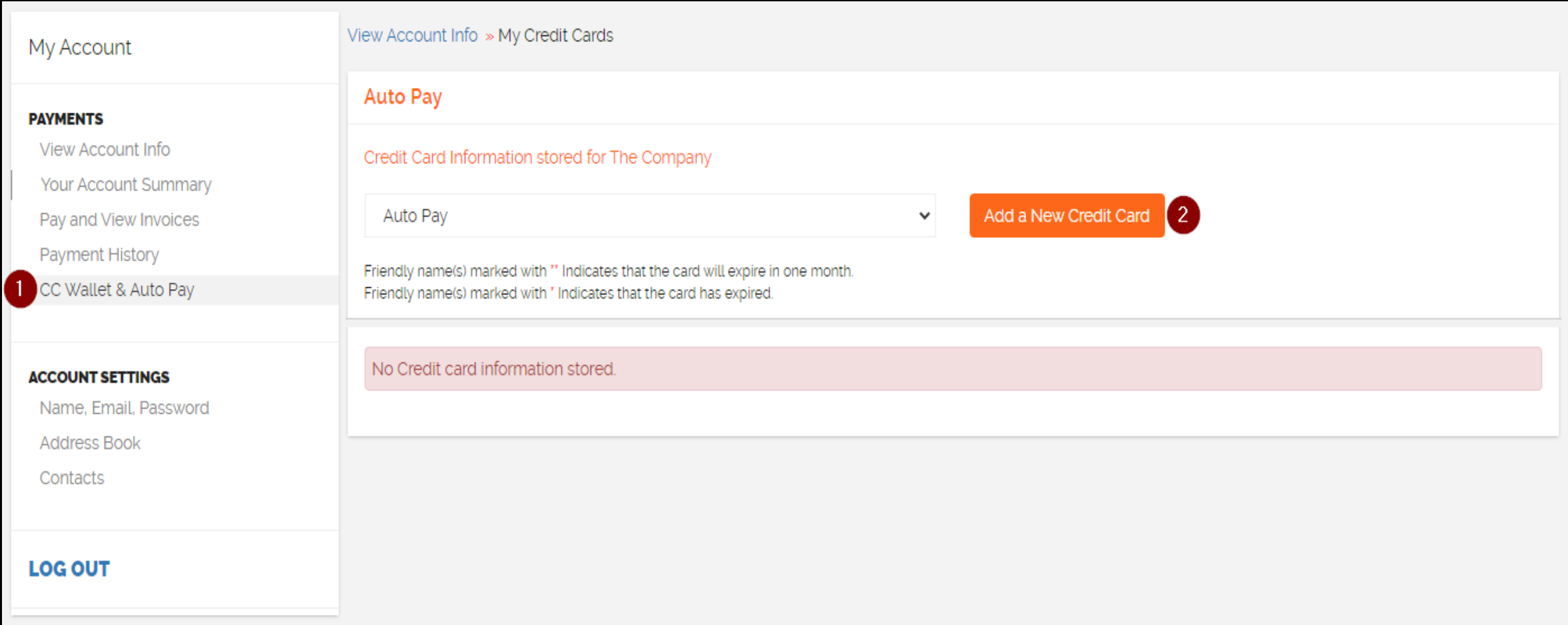
Required

We encrypt your credit card information all the time it is in our possession - during transmission or storage. Your credit card information is secured using PCI standards, click here to see details of PCI standards.

4 ☐ Terms & Conditions applied. Click here for more info

5 Pay via secure server

HOW TO ADD A CARD FOR AUTOPAY



1. In the left-hand navigation, select “CC Wallet & Autopay.” This section allows you to save your card information as well as setup Auto Pay for recurring payments.

2. Select “Add New Credit Card”

Note that all credit cards (for one-time AND auto pay transactions) are stored in this view. If you wish to edit or remove a credit card that is on file, click “Edit” or “Delete”. See page 9 for further details.

HOW TO ADD A CARD FOR AUTOPAY (CONT.)

The screenshot shows a web interface for adding a credit card. On the left is a sidebar with 'My Account' and sections for 'PAYMENTS', 'ACCOUNT SETTINGS', and 'LOG OUT'. The main content area is titled 'View Account Info » My Credit Card' and contains the 'Add Credit Card' form. A red box highlights the input fields for card information, with a red circle '3' next to the 'Fields are Mandatory' note. Below the form is an 'Auto Pay' checkbox with a red circle '4' next to it. At the bottom, there is an agreement checkbox with a red circle '5' and 'Submit' and 'Reset' buttons with a red circle '6' next to 'Submit'. A light blue footer box contains PCI security information.

My Account

View Account Info » My Credit Card

Add Credit Card

Fields are Mandatory *

3

Save New Card As: *

Name on Card: *

Card Number: *

Card Type: *

Select One ▼

Expiration Month: * Expiration Year: *

Month ▼ Year ▼

Auto Pay ☐ 4

5 ☐ I agree to the [Payment Terms & Conditions](#)

Reset Submit 6

We encrypt your credit card information all the time it is in our possession - during transmission or storage. Your credit card information is secured using PCI standards, [click here to see details of PCI standards.](#)

[click here to see details of PCI standards.](#)

3. Input required credit card information in red.

“Save new card as” is the nickname you wish to assign to the card.

4. Click the “Auto Pay” Box

5. Click “I agree to the Payment Terms & Conditions”

6. Click Submit. Upon success, you’ll see a confirmation that your bill will now be charged to this card.

HOW TO EDIT YOUR AUTO-PAY CARD

My Account

PAYMENTS

View Account Info

Your Account Summary

Pay and View Invoices

Payment History

1 CC Wallet & Auto Pay

ACCOUNT SETTINGS

Name, Email, Password

Address Book

Contacts

LOG OUT

View Account Info » My Credit Cards

Auto Pay ENABLED



Credit Card Information stored for The Company

Auto Pay

Add a New Credit Card

Friendly name(s) marked with ** Indicates that the card will expire in one month.


Friendly name(s) marked with * Indicates that the card has expired.

Save New Card As:	Test Card	Save New Card As:	Test Mastercard
Name on Card:	XXXX	Name on Card:	XXXXXXXXXX
Card No.:	XXXXXXXXXXXX1111	Card No.:	XXXXXXXXXXXX4444
Card Type:		Card Type:	
Auto Pay:	Yes		
	<div><div>2 Edit</div><div>Delete</div></div>		<div><div>Edit</div><div>Delete</div></div>


This section allows you to save your card information as well as setup Auto Pay for recurring payments.

1. In the left-hand navigation, select “CC Wallet & Autopay.”

2. Find the card you wish and click edit. If you have multiple saved cards, find the one with the Auto Pay “Yes” field.



AMERICA'S MOVIE NETWORK



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HOW TO EDIT YOUR AUTO-PAY CARD (CONT.)

The screenshot shows a web interface for editing a credit card. On the left is a navigation menu with 'My Account' (containing 'PAYMENTS' and 'ACCOUNT SETTINGS' links) and a 'LOG OUT' button. The main content area is titled 'View Account Info » My Credit Card' and 'Edit Credit Card'. It includes instructions to re-enter card details and a note that fields are mandatory. A red box highlights the card details form, with a red circle '3' next to it. Below this, a red circle '4' points to the 'Auto Pay' checkbox, which is checked. A red circle '5' points to the 'I agree to the Payment Terms & Conditions' checkbox, which is unchecked. A red circle '6' points to the 'Submit' button. At the bottom, there is a blue informational banner about PCI standards.

My Account

View Account Info » My Credit Card

Edit Credit Card

You need to re-enter all Card details in case you edit.

Fields are Mandatory *

Save New Card As: *

Test Card

3

Name on Card: *

XXXX

Card Number: *

XXXXXXXXXXXX1111

Card Type: *

Visa

Expiration Month: *

02(Feb)

Expiration Year: *

2023

4 Auto Pay ☒

5 ☐ I agree to the Payment Terms & Conditions

Reset Submit 6

We encrypt your credit card information all the time it is in our possession - during transmission or storage. Your credit card information is secured using PCI standards, click here to see details of PCI standards.
click here to see details of PCI standards.

3. Re-enter all of you're your card details in red

4. Verify that the Auto Pay box is checked

5. Check the box to agree to the Payment Terms and Conditions

6. In the left-hand navigation, select
"CC Wallet & Autopay."

HOW TO CHANGE YOUR PASSWORD

My Account

PAYMENTS

View Account Info

Your Account Summary

Pay and View Invoices

Payment History

CC Wallet & Auto Pay

ACCOUNT SETTINGS

Name, Email, Password

Address Book

Contacts

LOG OUT

View Account Info » Change Login Details

Current Login Details

Email: C-00020927@ncm.com

Fields are Mandatory *

To modify your Login information, current password is mandatory:

Current Password: *

If you would like to change your password, enter it below:

New Password:

Confirm New Password:

Reset

Submit

Help Topic

Email Address

We require a valid, working email address to send your order confirmation and account details. We value your privacy and do not share your email address with third-parties.

Password

The First step in protecting your online privacy is creating a safe password - i.e. one that a computer program or persistent individual will not easily be able to guess in a short period of time.

How to Change Login Details?

To change your email address please contact CreditCardProcessing@ncm.com. To change your password: 1) Enter your current password 2) Create a new password 3) Confirm your new password 4) Click submit.

Under Account Settings in the left-hand navigation, click on **Name, Email, Password**.

Enter your current password, then create a new password, confirm your new password and click “Submit”.

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ADDRESS INFORMATION

My Account

PAYMENTS

View Account Info

Your Account Summary

Pay and View Invoices

Payment History

CC Wallet & Auto Pay

ACCOUNT SETTINGS

Name, Email, Password

Address Book

Contacts

LOG OUT

View Account Info » My Addresses

My Address

Records Per Page: 6 »

1 Match(es) found

Address Name: The Company [PRIMARY]

The Company

The Company

6300 S Syracuse Way

Ste 300

Centennial, Colorado, United States

80111

📞 3031234567

Records Per Page: 6 »

1 Match(es) found

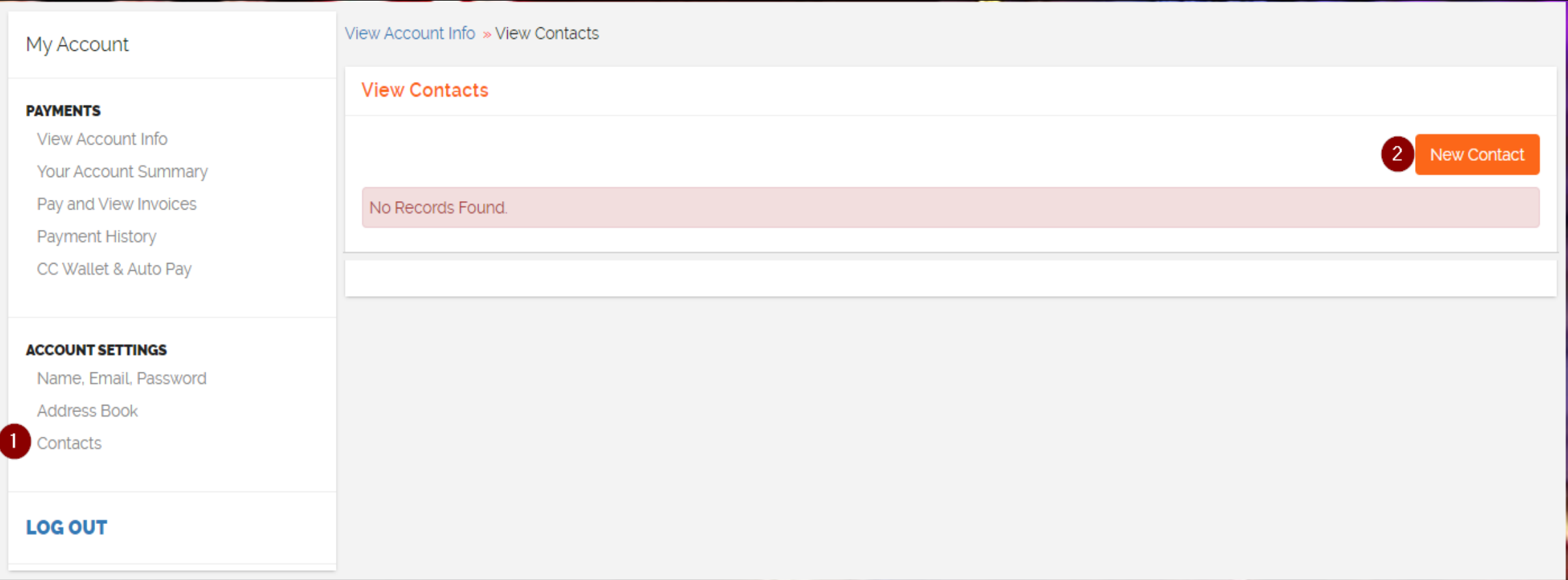
For credit card purchases: Your billing address must match the address on your credit card statement to avoid any delays in the authorization process. *

To view the current address information that NCM has for your organization click on the “Address Book” in the left-hand navigation.

If you see that the address information is incorrect, please email Accounts Receivable team at creditcardprocessing@ncm.com with the correct information.

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HOW TO ADD CONTACTS TO YOUR ACCOUNT



Optional: This section is used is used incase you wish to allow others from your organization to view/pay invoices. Additional Contacts can make one-time payments but cannot set up Auto Pay. Only the primary account holder can add contacts.

- 1. Under Account Settings click on “Contacts”
This section allows you to save your card information as well as setup Auto Pay for recurring payments.
- 2. Select “New Contact”

HOW TO ADD CONTACTS TO YOUR ACCOUNT (CONT.)

My Account

View Account Info » Add/Edit Contact

Create Contact

This section is used to grant additional access to your organization's Account Portal as needed (e.g., if the primary contact for your Account Portal may be absent for a long period of time).

Fields are Mandatory *

Contact Details

3

Name: *

Email: *

Status: Active ▾

Invoice Access: Allow ▾

4 ☐ Please check if you want to send Email to Contact with Account Information. **Optional**

Login Details

5

Password: *

Confirm Password: *

Reset Submit 6

3. Enter all mandatory fields for the additional contact

4. *Optional:* If you wish to email the contact their login information, check this box.

5. Create a password for your new contact

6. Click Submit

ACCOUNT SUMMARY (AGED BALANCES)

My Account

PAYMENTS

View Account Info

Your Account Summary

Pay and View Invoices

Payment History

CC Wallet & Auto Pay

ACCOUNT SETTINGS

Name, Email, Password

Address Book

Contacts

LOG OUT

View Account Info » Your Account Summary

Your Account Summary

Aged Balance for The Company As Of : Mar 09, 2021

Bucket	Open Invoices	Payments	Balance
Today	\$0.00	\$0.00	\$0.00
1-30	\$0.00	\$0.00	\$0.00
31-60	\$2,119.68	\$0.00	\$2,119.68
61+	\$3,179.52	\$0.00	\$3,179.52
Total:	\$5,299.20	\$0.00	\$5,299.20

This section gives you an aged overview of your account balance. You can review this section periodically to ensure that your account is current and paid to date.

PAYMENT HISTORY

My Account

PAYMENTS

View Account Info

Your Account Summary

Pay and View Invoices

Payment History

CC Wallet & Auto Pay

ACCOUNT SETTINGS

Name, Email, Password

Address Book

Contacts

LOG OUT

View Account Info » Payment History

Payment History

Here is the list of all the payments done against the invoices

Invoice #	Payment Date	Amount Paid
INV-200896	Mar 09, 2021	\$1,059.84

This section will provide you a history of the credit card payments you have paid via this online portal.

National CineMedia, LLC thanks you for your business and
for using our secure credit card portal!

Should you need further assistance using this portal,
please contact us 303-792-8674 or e-mail creditcardprocessing@ncm.com.