

NBCUniversal

STUDIO OPERATIONS

Credit Card 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**. <https://nbcupayments.nbcuni.com/>

On the payment portal page you will:

- Click on and choose **"Costume Dept"** (it's imperative that you choose the correct department option or we won't be able to see your information and the process will need to be redone.)
- Enter your project information.
- Add authorized users.
- Receive a Customer ID Number (we will need this number to set up your account and process payments).

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