Victorian Chamber of Commerce and Industry



ChamberCERTIFY®

Managing My Account Credit Card

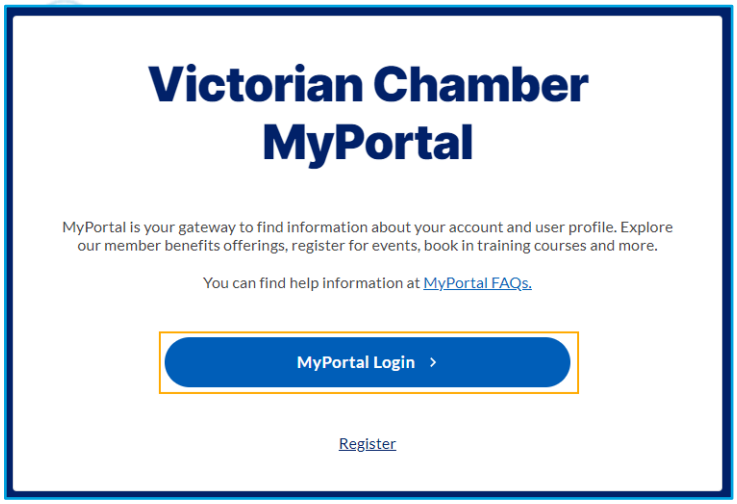
Updated as of August 2024

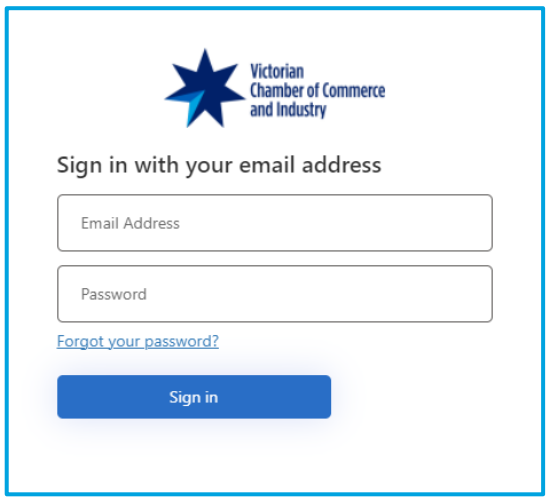
Managing My Account Credit Card

SECTION 1: LOG IN AND NAVIGATE TO MY ACCOUNT

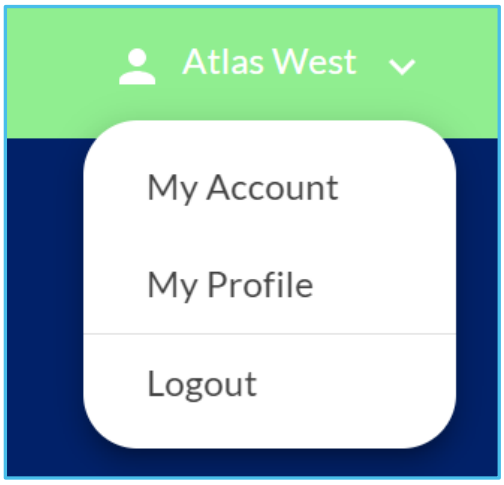
1. **Visit MyPortal website (my.victorianchamber.com.au):**
   a. Select 'MyPortal Login'
   b. Enter your email address and password

You must be an account owner to manage credit cards

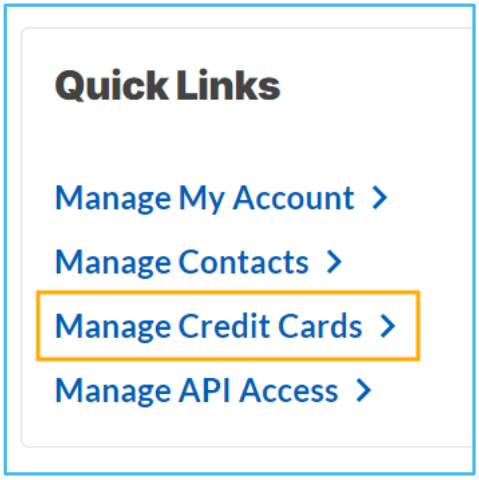




2. Select **My Account** under your name in the top right hand corner:



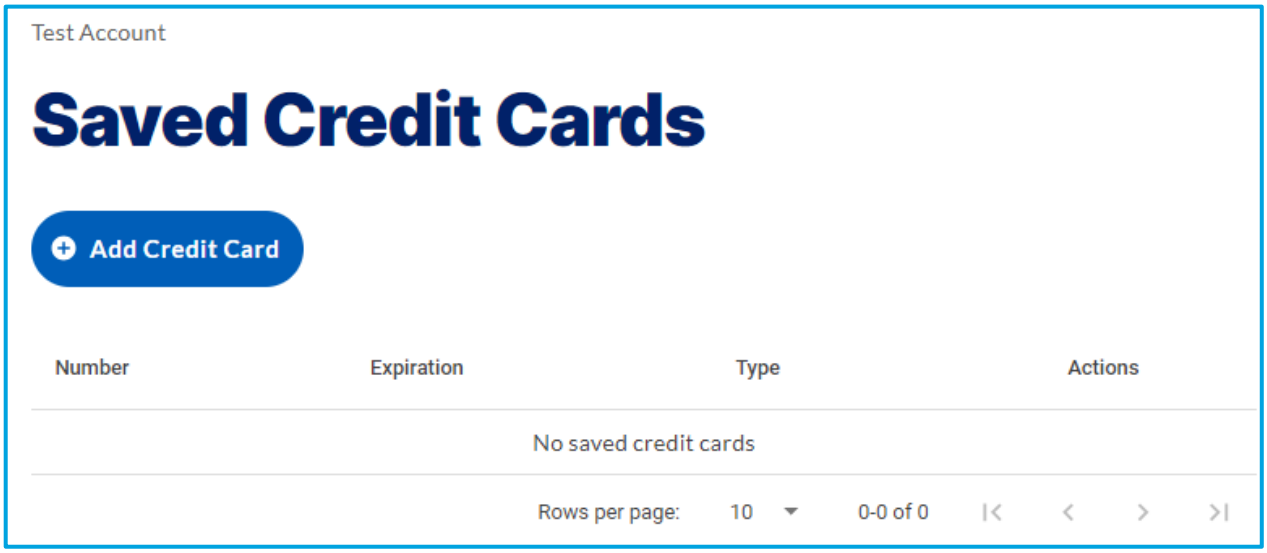
3. **Select Manage Credit Cards**



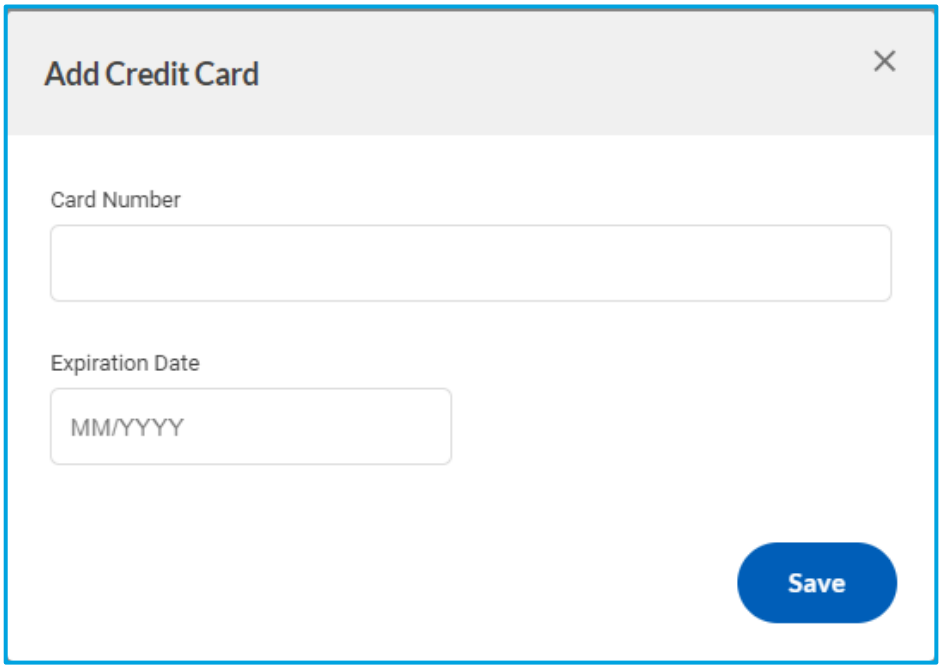
SECTION 2: ADDING OR REMOVING CREDIT CARD

Adding Credit Card

1. Click **Add Credit Card** button



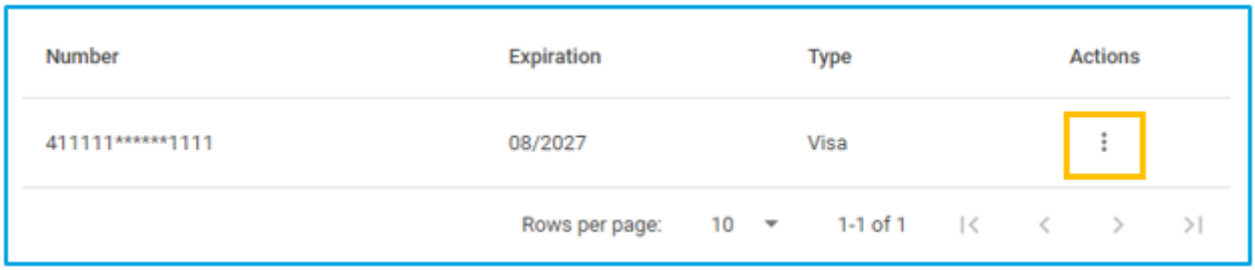
2. Enter the **Credit Card Number** and **Expiration Date**, then click **Save**



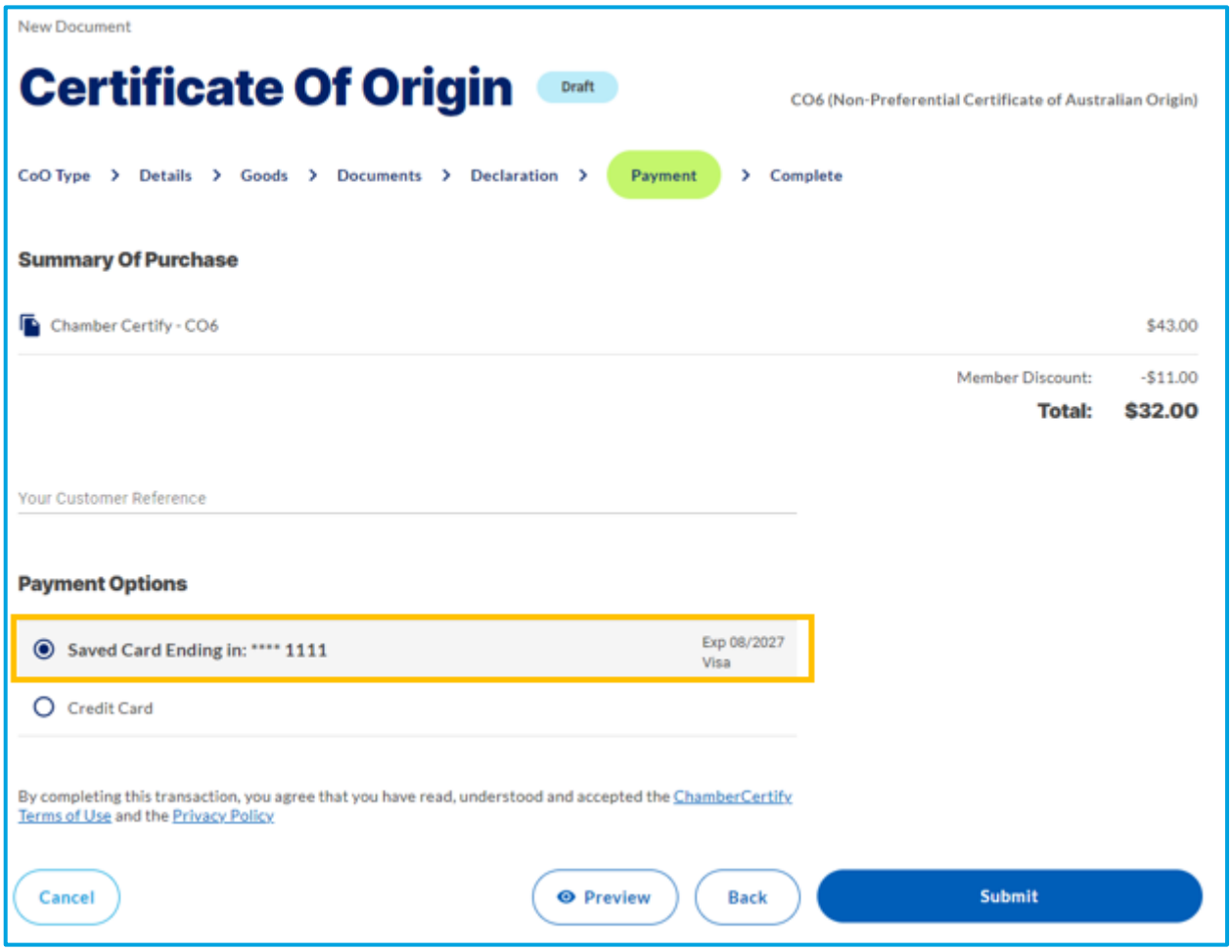
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Removing Credit Card

1. You can remove the credit card details by clicking the button under Actions and select **Remove**



2. Once the credit card is saved, this will be shown as an option in the payment page of your purchase for Certificate of Origin





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