

## MEC-Leesburg Credit Card Payments

Below are instructions to make credit card payments for your rent or fees at the Mason Enterprise Center. You can make one-time payments or set up recurring payments using this site. This system is maintained by the University-selected vendor, TouchNet.

1. Visit this link to go to our storefront... <http://bit.ly/MEC-Leesburg-CreditCardPayPortal>
2. Click "Rent Payment"
3. Enter your payment amount
4. Select if you would like to schedule a recurring payment
  - If scheduling a recurring payment
    - a. Select "monthly" for "how often will your payment recur"
    - b. Schedule your payment on or before the first of the month.
    - c. Select the first payment date and last payment date
5. Fill in your company information
6. On the next screen verify that your information is correct
7. Press "Checkout"
8. You have the option to make a one-time payment without registering (click "continue unregistered"), or register to maintain login information. It is recommended that you create an account for ease of making changes (under "new users", click "register now")
9. Enter your payment information and click "continue"
10. Review your payment information and print or save your receipt (recommended)

Reminder- please review your invoices sent by [lhite@gmu.edu](mailto:lhite@gmu.edu) to ensure your payments are accurate