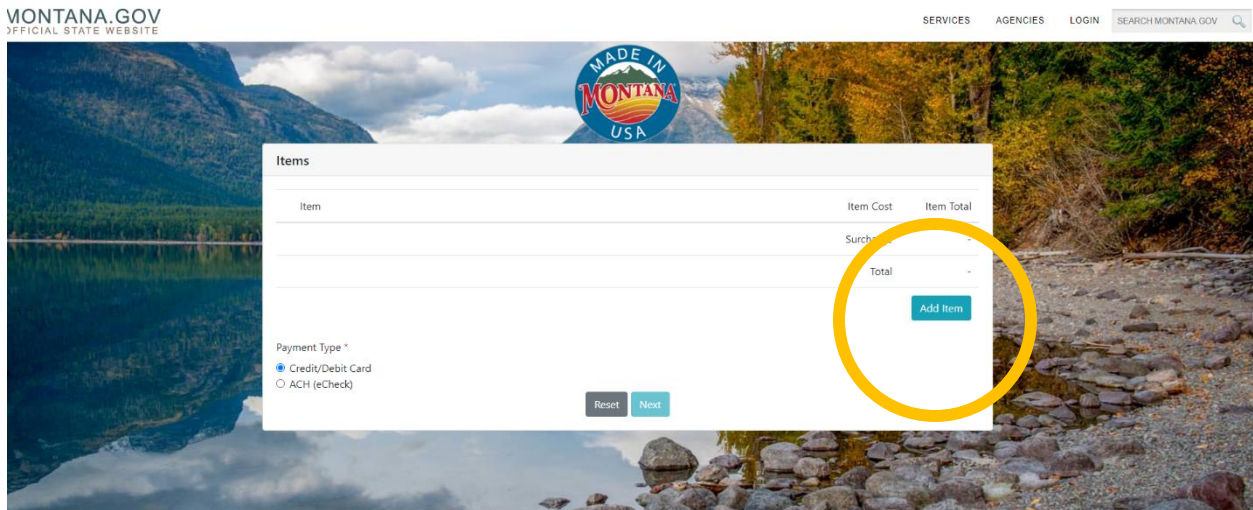


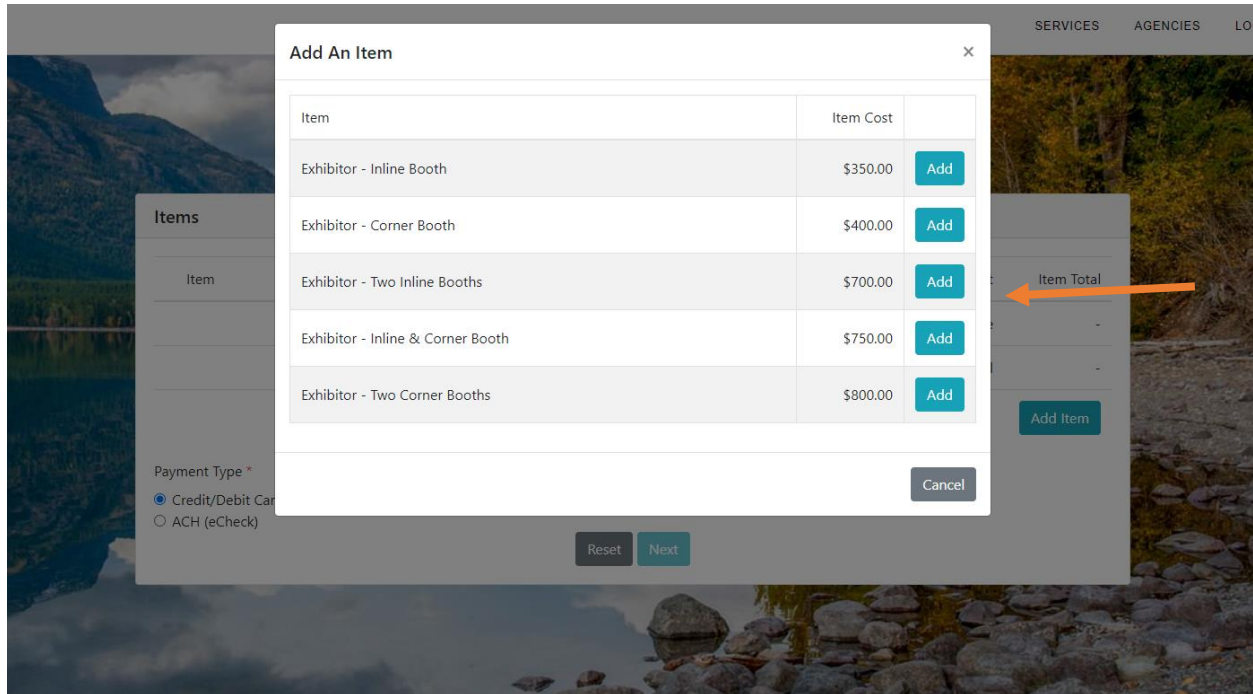
## Montana Online Payment Portal Instructions:

Website: <https://svc.mt.gov/doa/opp/DOCMIMTradeshow/cart>

Step One: Click the "Add Item" button to add a booth type to your cart.



Step Two: Choose the assigned booth type (Item) and click "Add" button.



Step Three: Select Payment Method – Credit Card or ACH. The surcharge/fee will populate based on the type of payment method selected. Then click "Next"

The screenshot shows a checkout form for 'MADE IN MONTANA USA'. The 'Payment Type' section is circled in yellow, with 'Credit/Debit Card' selected. The 'Items' table shows one item, 'Exhibitor - Inline Booth', with a cost of \$350.00. A surcharge of \$11.73 is applied, resulting in a total of \$361.73. The 'Next' button is highlighted with an orange arrow.

Item	Item Cost	Item Total
Exhibitor - Inline Booth	1 \$350.00	\$350.00
Surcharge		\$11.73
Total		\$361.73

Payment Type \*

Credit/Debit Card  
 ACH (eCheck)

Reset Next

OR

The screenshot shows the same checkout form as above, but with 'ACH (eCheck)' selected in the 'Payment Type' section. The surcharge is now \$1.19, resulting in a total of \$351.19. The 'Next' button is highlighted with an orange arrow.

Item	Item Cost	Item Total
Exhibitor - Inline Booth	1 \$350.00	\$350.00
Surcharge		\$1.19
Total		\$351.19

Payment Type \*

Credit/Debit Card  
 ACH (eCheck)

Reset Next

Step Four: Complete purchaser information page. You will need your booth number to complete the page.



Payment Summary			
Item	Cost	Quantity	Item Total
Exhibitor - Inline Booth	\$350.00	1	\$350.00
		Surcharge	\$11.73
		Total	\$361.73

**Details**

**Purchase Information**

Business Name \*  Booth # \*

Business Name  Booth #

Contact Name \*

Contact Name

Comments

Comments

