



## AMS Sponsors Billing and Payments: Frequently Asked Questions

Your first step will be to complete your sponsorship agreement form. This is not your invoice but will confirm your commitment of sponsorship with AMS and identify your organizations billing contact to complete payment. This step may also require you to provide your organization's logo and social media platforms for recognition. Questions about this form can be directed to Adam Kelly, [akelly@ametsoc.org](mailto:akelly@ametsoc.org)

### Payment Methods

Sponsorship fees can be paid by credit card, check, or wire transfer. AMS has a new payment system available (PayFabric). PayFabric is the preferred method of payment with AMS. PayFabric allows the accounts payable/billing contact on the Sponsorship Agreement Form to log into the secure site and pay online with a credit card. This contact will also be able access payment history and view other open invoices assigned to them.

### Credit Card

Sponsors choosing to pay by credit card can use the PayFabric secure online payment system. You can use the link in your invoice email. Assigned sponsor contacts can also log into their account at:

<https://www.payfabric.com/customerportal/ametsoc>

### Check

If payment by credit card is not possible you may send a check made payable to *American Meteorological Society* to American Meteorological Society, 45 Beacon Street, Boston, MA 02108-3693.

### Wire Transfer

For questions about wire transfers please contact: Annemarie Murphy; [amurphy@ametsoc.org](mailto:amurphy@ametsoc.org)

### How will my invoice be sent?

The PayFabric payment portal will be used to generate your invoice. The invoice will automatically be emailed to the billing contact you provide on your charge commitment form. Please make sure you include the correct billing contact information on your form.

## AMS Sponsors Billing and Payments: Frequently Asked Questions (Continued)

### PayFabric

Am I required to create an account in order to pay an invoice?

Your invoice email includes a link to "Pay Now", which allows a payment to be made without creating an account. This is helpful in the event of someone else paying an invoice, outside of the email recipient. It does not require you to log in.

#### **What should I do if I have forgotten my PayFabric username or password?**

If you have an account in the portal but have forgotten your username you can click the "Forgot your username?" link on the AMS PayFabric customer portal to be taken to a page to request your username be sent to you.

After you click the link, you will be taken to a page to provide your Customer ID and email address. If the information is correct, the Username Request email will be sent to provide your username.

If you have forgotten your password you can click the "Forgot your password?" link on the login page to be taken to a page to request to reset your password.

After you provide your user name and click the Submit button, the Reset Password Request email will be sent to the email associated with your account. You will be able to click a link in the email to be taken to a page where you can reset your password.

#### **Who should I contact if I have a query about PayFabric or paying my invoice?**

Questions regarding PayFabric or how to pay your invoice via the portal can be sent to Eileen Greene, [egreene@ametsoc.org](mailto:egreene@ametsoc.org) and copy Adam Kelly, [akelly@ametsoc.org](mailto:akelly@ametsoc.org)

### Payment Status

Customers using the PayFabric payment portal to pay by credit card will automatically receive a payment receipt via email. If you create an account in PayFabric, you can access your payment history at any time within the portal. AMS recommends you create this account for easy tracking of your payment and quicken future sponsorship payments.