



Universal Studios Production Services Payment Portal Guide

Universal Studios Production Services uses a secure, web-based payment portal to authorize credit card transactions for **Rentals, Sales, and Deposits**.

Access the Payment Portal

<https://nbcuassemblypayments.nbcuni.com/>

Steps to Complete the Process

- 1. Select "Costume" from the "Choose Department" drop-down menu**
 - a. Ensure you choose the correct department. If the wrong department is selected, we will not be able to access your information, and you will need to redo the process.
- 2. Enter Project Information**
 - a. Provide all relevant details about your project.
- 3. Add Authorized Users**
 - a. Specify team members who are allowed to use the card for transactions.
- 4. Receive Your Customer ID Number**
 - a. A unique **Customer ID Number** will be issued to you and your project. This number is required to set up your account and process payments.

Important

Please **save your Customer ID Number** securely. You will need it for future access to your account and payment information.

Please note: Each Customer ID Number is specific to a single project. A new Customer ID must be created for each project, even if the same credit card is used.

For any questions, please contact costume.billing@nbcuni.com.