

Cvent, Standard | How to setup payment information ^[1]

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Step 1 - Associate your event with the correct merchant account.

This determines where to send the money you are collecting. Most paid events utilize the 'CU Cvent' merchant account.

How to associate your event with the correct merchant account ^[3]

Step 2 - Setup payment information.

Once money is collected in a single merchant account(Step 1) CU's Treasury Office uses the payment information(Step 2) to allocate funds to the proper department/unit.

How to setup payment information for your event ^[4]

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