Accessing Store Contact Data in MSUPayment

1. Enter the MSUPayment URL - [https://msupayment.msu.edu](https://msupayment.msu.edu) in the Address field of your open browser window and click the icon or press the [Enter] key on your keyboard.

2. Enter your MSUNet ID and password at the login screen.

3. Click the **Stores** link located at the top of the screen.

4. Click the [All Stores Contacts] button to view all of your store’s contacts.

The **All Stores Contacts** screen appears:

1. Select information from the drop-down menu(s) to refine search criteria.

2. Click column headings to sort merchant specific contact information.

   **Note:** The **Role** column utilizes a “roll-over” function to help identify role abbreviations.

3. Click the **CSV** link to export merchant specific information into a spreadsheet format.