



Managing Your MVPS Subscription

Members at MVPS subscribe to an automatic online billing system through our website. The system will automatically charge your card every 30 days. If you would like to pause or cancel your membership please give us at least 2 weeks notice in order to process your cancelation and fill your spot with a new member. Members can pause their subscription for a minimum of 1 month and a maximum of 3 months. Your shelf must be cleared off and all tools and personal materials taken home during a subscription pause. Please contact us for cancelations or subscription pause.

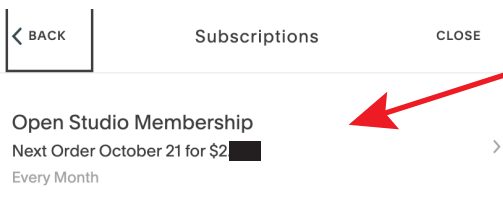
To update your credit card information for your subscription please follow the instructions below:

1. Go to www.millvalleypotterystudio.com and login to your account in the top right corner of the home page:



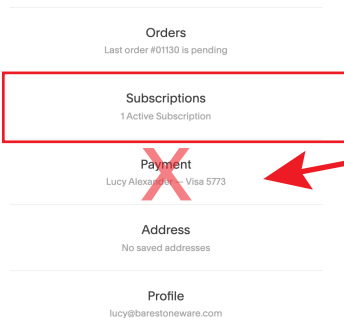
2. In the Menu on the right click on the Subscriptions tab.

3. Select the appropriate membership listed under subscriptions.

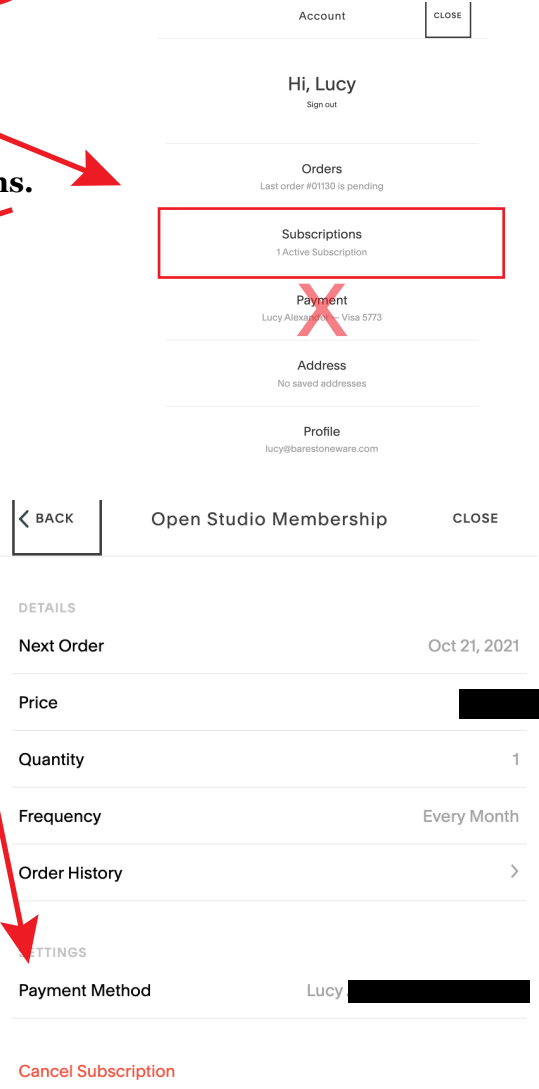


4. Select Payment Method to update your credit card info.

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