# Invoice Payments User Guide

Our website allows you to pay invoices online using our Invoice Payments portal.

{Change this section to fit your policy}

You can pay invoices online using credit cards or e-checks. We charge a 3% processing fee for all invoice payments using credit cards. We do not charge a processing fee for invoice payments made with e-checks.

You can easily access the Invoice Payments Portal by visiting you My Account Portal page (click on your name in the header of the site).

Under the "Account Tools" area, there will be a link to "Pay Invoice Online" (1)
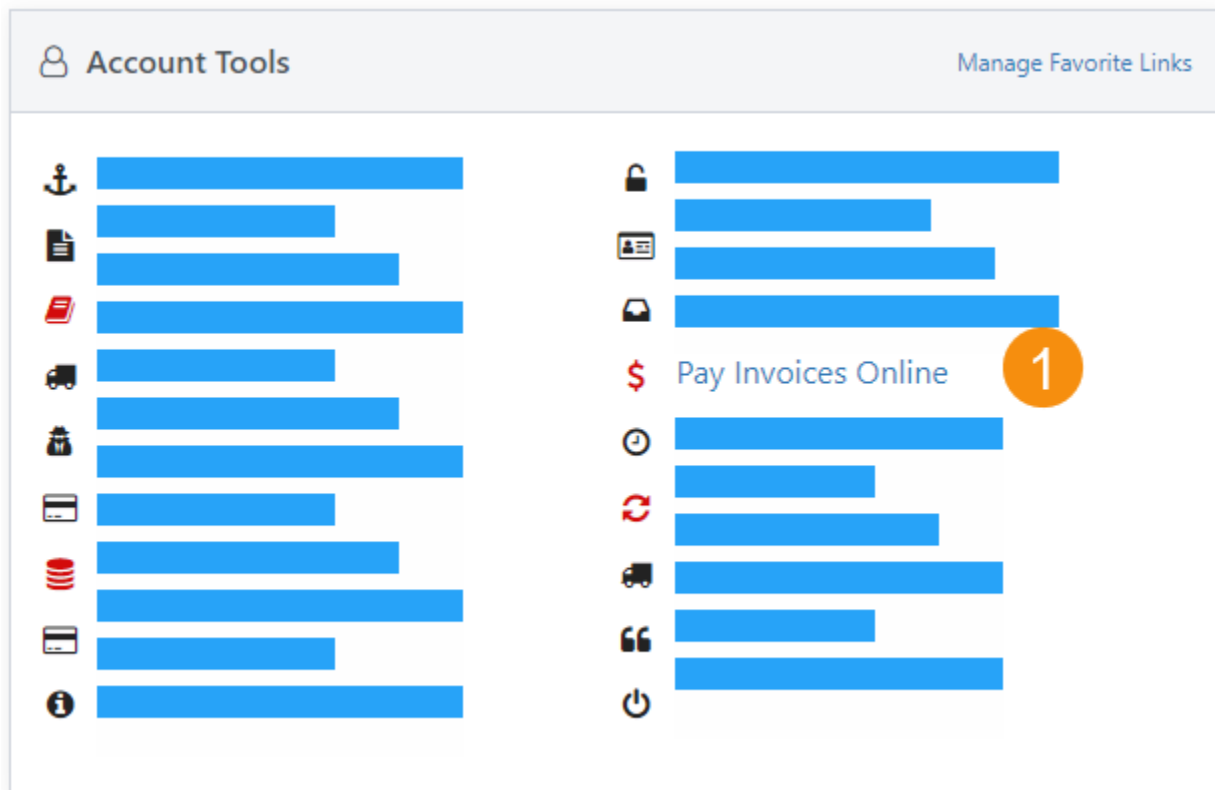
The Invoice Payments Portal will show you all your open invoices and allow you to select which items to pay.

1) This area indicates your progress along the Invoice Payment workflow
2) You can select a start date for invoices you wish to see
3) You can select an end date for invoices you wish to see
4) You can check this box to select all invoices from the previous month

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5) You can check this box to select all overdue invoice
6) Click this link to clear all your invoice payment selections
7) The checkboxes next to each item indicate which invoices you are going to pay. Check the box in the header to select all invoices.
8) You can change the payment amount for a given invoice. This box will reflect the amount you are going to pay for this invoice
9) This area reflects the total amount of all invoice payments
10) This link allows you to cancel the process and return to your My Account Portal.
11) The Proceed to Payment button allows you to move to the next step and pay the selected invoices.

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Select Invoice(s) — Payment — Review — Complete

	Invoice	Inv Date	PO #	Due Date	Past Due (Days)	Inv Amount	Open Amount	Payment Amount
☐	INV-917015	7/9/22	PON-34686	8/8/22	--	$705.46	$705.46	
☐	INV-987970	5/23/22	PON-34976	6/22/22	21	$490.44	$490.44	
☐	INV-979912	3/18/22	PON-32211	4/17/22	88	$256.42	$256.42	
☐	INV-978533	3/30/22	PON-31408	4/29/22	76	$560.67	$560.67	
☐	INV-994581	3/25/22	PON-30889	4/24/22	80	$557.85	$557.85	
☐	INV-956248	6/24/22	PON-31905	7/24/22	--	$345.64	$345.64	
☐	INV-979933	6/22/22	PON-33587	7/22/22	--	$102.11	$102.11	
☐	INV-994514	4/23/22	PON-37793	5/23/22	52	$720.51	$720.51	
☐	INV-997794	6/20/22	PON-32026	7/20/22	--	$748.01	$748.01	
☐	INV-954537	5/1/22	PON-38464	5/31/22	43	$97.06	$97.06	

Start Date / End Date / ☐ Invoices from Previous Month / ☐ Past Due Invoices / Clear all

Total Payment: $0.00

« Cancel & Return To My Account

Proceed to Payment

The Payment page allows you to indicate how you want to pay.

We recommend you save your payment method so that you can easily use it in the future. Note your payment is stored with a certified payment processor using bank level encryption. We cannot see your payment method details, but you can manage them via our Invoice Payment Portal.

1) Select your desired payment method.

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      a. If you select Credit Card or E-Check, you will be prompted enter your credit card or bank details.

      b. If you select Saved Payment, you will be shown the payment methods you have previously saved.

2) This area will show you all your saved payment methods

3) If you need to add/edit/delete a saved payment method, click the "Manage Payments" link.

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Select Invoice(s) —— **Payment** —— Review —— Complete

Payment

Select your Payment Method ①

○ Credit Card   ● Saved Payment   ○ E-Check

Your Saved Payments ⟳   ③ Manage Payments

You have no saved payments. ②

Payment Summary

4 Invoice(s) Selected

702017021	$132.09
PO: TestPo1 Inv Date: 5/7/17	
702017022	$132.09
PO: TestPo2 Inv Date: 5/13/17	
702017023	$132.09
PO: MyPo Inv Date: 5/19/17	
702017024	$132.09
PO: Work123 Inv Date: 5/25/17	

Review your Payment ④

When you manage stored payments, you can add/edit payments as shown

Manage Stored Payments

⚠ Credit card and E-Check information entered through this page is stored securely through a Credit Card Processor and not through the website.

+ Add a new payment

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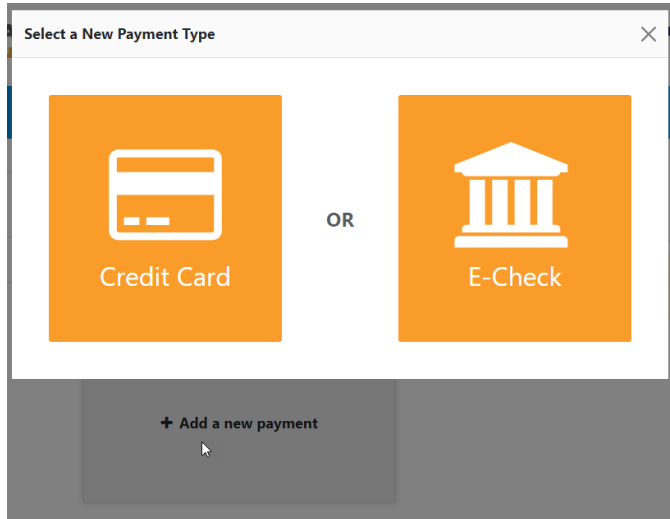
Select whether you want to store a credit card or an e-check payment method

The image below is for e-check, but credit card is similar with credit card details.

Enter your payment details and click the "Add Payment Option" button.

After you have stored a payment method, you will see it displayed on the Manage Stored Payments screen

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Once you have added your payment method, return to the Invoice Payments page and click the Refresh icon (1).

Select your preferred saved payment method (2) by clicking anywhere in the gray payment information box.

Finally click the Review your Payment button (3).