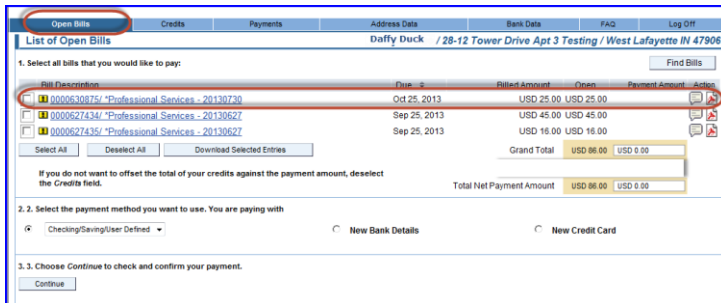
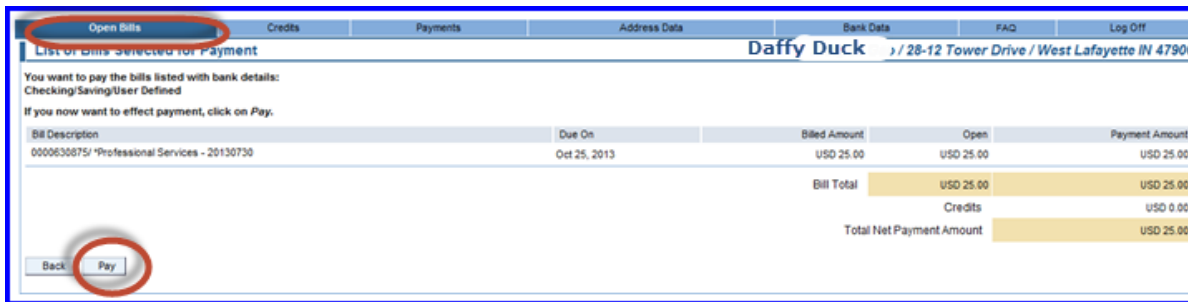


How do I make a payment?

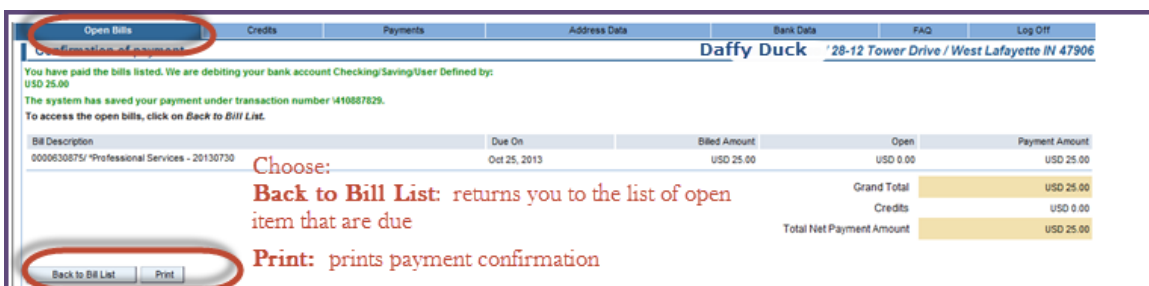
A. Choose Open Bills from the menu bar



1. Choose the **Bill Description** (or **Document Number**) you want to pay by clicking the check box associated with the line item or
 - a. **Select All** (will place a check mark next to all line items that are due)
 - b. **Deselect All** (will remove a check mark that has been placed on a line item)
 - 1) The check mark will open and populate the Payment Amount field
 - 2) The payment amount can be modified/changed to reflect amount being paid
 - 3) Action: Click PDF to review invoice associated with the open line item
2. Reference 2.2: Select the **Payment Method** to use by choosing the appropriate bank account from the drop down list
3. Reference 3.3: Choose **Continue** to check and confirm payment
4. Review payment bills data and Click **Pay** or **Back** to choose another bank account or to correct amount to be paid



5. Confirmation of Payment received when Pay is selected and the payment is in process



6. Click **Back to Bill List**

- a. Charge/Document number will no longer show in the list of outstanding items

Open Bills Credits Payments Address Data Bank Data FAQ Log Off

List of Open Bills Daffy Duck / 28-12 Tower Drive Apt 3 Testing / West Lafayette IN 47906

1. Select all bills that you would like to pay: Find Bills

Bill Description	Due	Billed Amount	Open	Payment Amount	Action
<input type="checkbox"/> 0000627434/ *Professional Services - 20130627	Sep 25, 2013	USD 45.00	USD 45.00		
<input type="checkbox"/> 0000627435/ *Professional Services - 20130627	Sep 25, 2013	USD 16.00	USD 16.00		

Grand Total

Credits

Total Net Payment Amount

If you do not want to offset the total of your credits against the payment amount, deselect the *Credits* field.

2. Select the payment method you want to use. You are paying with

Checking/Saving/User Defined New Bank Details New Credit Card

3. Choose *Continue* to check and confirm your payment.