Billing

The billing page is one feature of our Portal. Here you can **pay invoices,** find **past invoices,** and update/add **new payment methods**. With this tutorial we will walk you step-by-step through the process of doing each. To find the billing page, select Billing on the top of the webpage. This tab (along with the other tabs) can be seen no matter which page you are on.

This section of the billing page is where you can find all open invoices, pay your open invoices, and download open invoices.

Here you can find all past invoices and payments. Clicking the small black page to the left of each statement, allows you to download and open a PDF copy of each receipt.

From this section, you can add new cards and turn on the useful Auto-pay feature.

Paying Invoices

In order to pay invoices, locate the **Open Invoices** section on the far left of our billing page. Once found follow these steps.

Step 1: Select which invoices you want to pay.

- Click on the blue check boxes located to the left of the invoices to select which invoices you want to pay.

Or

- Click select all at the bottom of the page to select every invoice.

STEP 2: Select Pay Invoices or Pay Amount

- Click on Pay Amount at the bottom of the screen after selecting your invoices.

Or

- Select Pay Amount to pay a specific amount set by you.

Step 3: Select Finalize Payment

- When you get to this page select finalize payment and your payment will be processed.

Payment Methods

Credit Cards

✔ VISA-1234 08/25

E-Check   New Card

Invoice	Balance	Amount to Pay
355999	$9.72	9.72
355998	$43.97	43.97
356000	$43.97	43.97

CC Service Fee $0.00
Total $97.66
Remaining $0.00

Cancel   Finalize Payment

Adding a Payment Method

Adding a payment method allows you to pay your invoices online. In addition, you have the ability to choose to go onto AutoPay.

Step 1: Select Add a Card

- Find My Payment Methods on the far right of the billing page

- Select **Add a Card** on the bottom right of the box.

My Payment Methods

You have no credit cards on file.

Add A Card

Step 2: Fill in all fields with card information

- Fill in all of the fields presented on the screen.

- You will also have the option to select AutoPay. Selecting AutoPay is recommended by us, but it is not necessary.

- Once all fields are filled in, select **Add Card**

Step 3: Proceed to Billing page

- Once your card has been successfully added it will give you the option to return to the billing page.

- If you wish to pay bills now proceed to billing.

- If you were only adding a payment method you can exit the browser.