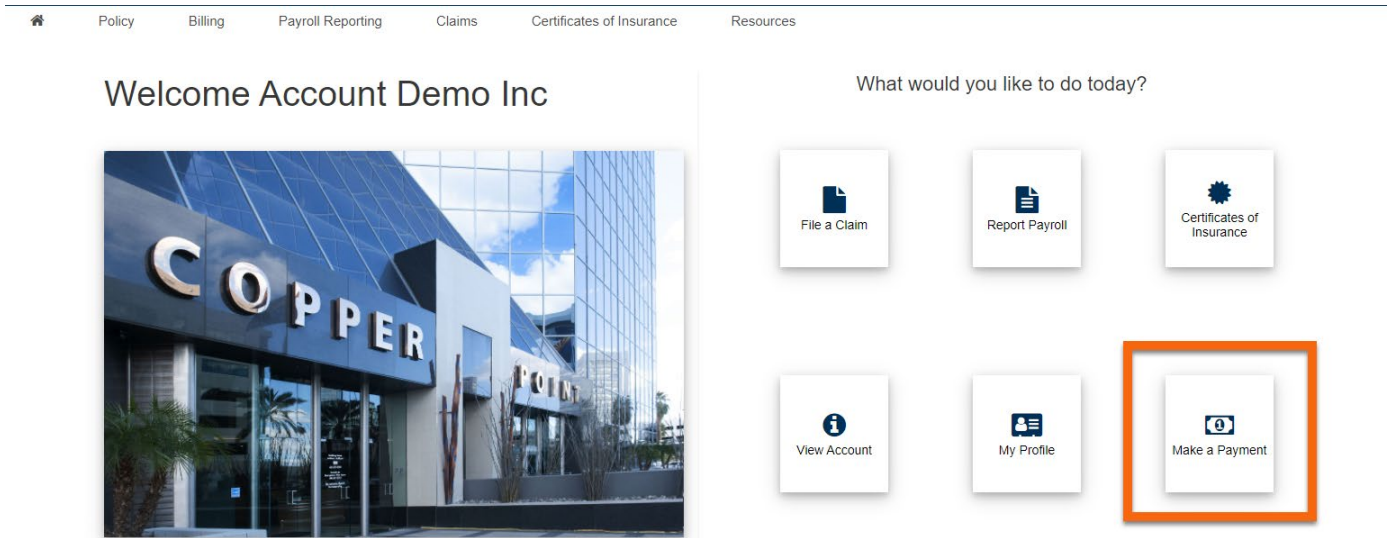


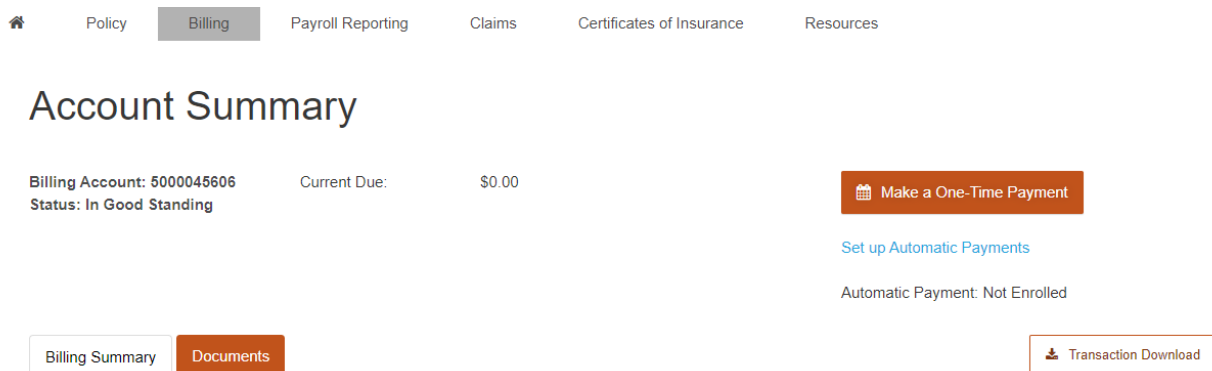
Making a Payment

Last Updated February 1, 2022

To make a payment on account, the registered user must have the Billing user permission. You may then access the payment wizard directly by selecting it from the Quick Link on the homepage:



You may also select the Make a Payment button from the Billing screen:





At the top of the Make a Payment page are listed the Billed and Due invoices relevant to the amount due on account:

Invoices to Pay

DUE DATE	DATE CREATED	BILL STATUS	OUTSTANDING	INVOICE #
06/17/2021	06/07/2021	Due	\$686.00	1012590227

Complete the fields on the bottom of page to make a payment:

Set Payment Source

We do not accept credit card payments of more than \$10,000.

Source

Bank Account

Amount to Pay *

Amount Due

☒

\$686.00

Other

☐

\$

Account Type

Checking

Savings

Account Number *

12347890

Confirm Account Number *

12347890

Routing (ABA) Number *

122100024

* ☐ I have read and agree to the [Terms and Conditions](#)

Cancel

Continue

Either a credit card or bank account may be used for payment. However, if the amount due is greater than \$10,000, only ACH (bank) info may be entered.

After selecting agreeing to the terms and conditions at the bottom of the page, click the Continue button. A confirmation will appear; click Pay Now to effect the payment. The registered user will receive a confirmation email, and the account balance will be updated on the Billing page.