ONLINE PAYMENTS

1. Click on Agency Account

   Home   New Order   User Guide   Agency Account ⬅

2. Click on Invoices

⬅ ORDER HISTORY

INVOICES

RETURNS

UNSUBMITTED ORDERS

WISHLISTS

PRINT A STATEMENT

SETTINGS

SERVICE STATISTICS

AGENCY GRANTS

3. Click on the link for the invoice you wish to pay. NOTE: Do NOT click the box. Click on the link itself.

☐   Invoice #INV654 ⬅   09/22/2021 $639.50   09/22/2021

4. Click on Print on the upper right-hand side

                                                                    Print ⬅

Invoice #INV654   1 Item

5. Scroll to the bottom of the invoice and click on Click To Pay Now and enter payment information as directed.

   CLICK TO PAY NOW ⬅
   MasterCard VISA AMERICAN EXPRESS DISCOVER