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

   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.