

# 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.

Questions

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### Billing

Open Invoices

Search by date, invoice number or amount

	DATE ↓	INVOICE	OPEN AMOUNT
<input type="checkbox"/>	09/22/2022	355999	\$9.72
<input type="checkbox"/>	09/22/2022	355998	\$43.97
<input type="checkbox"/>	09/08/2022	356000	\$43.97
<input type="checkbox"/>	07/11/2022	047248	-\$5.25

\$0.00 / \$92.41

4 of 4 Download All Select All Pay Invoices Pay Amount

History

Search by date, invoice number or amount

	DATE ↓	INVOICE	AMOUNT
<input type="checkbox"/>	09/29/2022	123457	\$50.89 (Pending)
<input type="checkbox"/>	09/22/2022	355999	\$9.72
<input type="checkbox"/>	09/22/2022	355998	\$43.97
<input type="checkbox"/>	09/21/2022	000002	\$0.01
<input type="checkbox"/>	09/21/2022	000001	\$0.01
<input type="checkbox"/>	09/21/2022	Payment	(\$0.01)
<input type="checkbox"/>	09/21/2022	Payment	(\$0.01)
<input type="checkbox"/>	09/16/2022	123456	\$29.92 (Pending)
<input type="checkbox"/>	09/08/2022	356000	\$43.97
<input type="checkbox"/>	08/31/2022	Payment	(\$168.51)
<input type="checkbox"/>	08/23/2022	000000	\$130.32
<input type="checkbox"/>	08/03/2022	014018	\$0.00
<input type="checkbox"/>	08/01/2022	015432	\$43.44

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My Payment Methods

VISA-1234  
08/25  
CREDIT CARD

Make AutoPay Primary

Remove Add A Card

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.

	DATE ↓	INVOICE	OPEN AMOUNT
<input type="checkbox"/>	09/22/2022	355999	\$9.72
<input type="checkbox"/>	09/22/2022	355998	\$43.97
<input type="checkbox"/>	09/08/2022	356000	\$43.97
<input type="checkbox"/>	07/11/2022	04724B	\$-5.25

\$0.00 / \$92.41  
4 of 4   Download All   **Select All**   Pay Invoices   Pay Amount

### 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.

	DATE ↓	INVOICE	OPEN AMOUNT
<input checked="" type="checkbox"/>	09/22/2022	355999	\$9.72
<input checked="" type="checkbox"/>	09/22/2022	355998	\$43.97
<input checked="" type="checkbox"/>	09/08/2022	356000	\$43.97
<input type="checkbox"/>	07/11/2022	04724B	\$-5.25

\$97.66 / \$92.41  
4 of 4   Download All   Select All   **Pay Invoices**   **Pay Amount**

### Step 3: Select Finalize Payment

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

The screenshot shows the 'Payment Methods' interface. At the top, there's a header 'Payment Methods'. Below it, a section titled 'Credit Cards' contains a search bar with 'VISA-1234 08/25' and a checkmark. To the right of the search bar are two buttons: 'E-Check' and 'New Card'. Below this is a table with three columns: 'Invoice', 'Balance', and 'Amount to Pay'. The table lists three invoices: 355999 with a balance of \$9.72 and amount to pay of 9.72; 355998 with a balance of \$43.97 and amount to pay of 43.97; and 356000 with a balance of \$43.97 and amount to pay of 43.97. To the right of the table, there are summary items: 'CC Service Fee \$0.00', 'Total \$97.66', and 'Remaining \$0.00'. At the bottom right, there are two buttons: 'Cancel' and 'Finalize Payment', with the latter highlighted by a red box.

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

### 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.

The screenshot shows the 'My Payment Methods' interface. At the top, there's a header 'My Payment Methods'. Below it, a message reads 'You have no credit cards on file.'. At the bottom right, there is a button labeled 'Add A Card', which is highlighted with a red box.

**New Credit Card**

Card Number

Verification Code

Expiration Date 10 - Oct 2022

Country United States

First Name

Last Name

Email

Address

City

State

ZIP Code

Prepaid Debit Card

Set Autopay

### 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.

