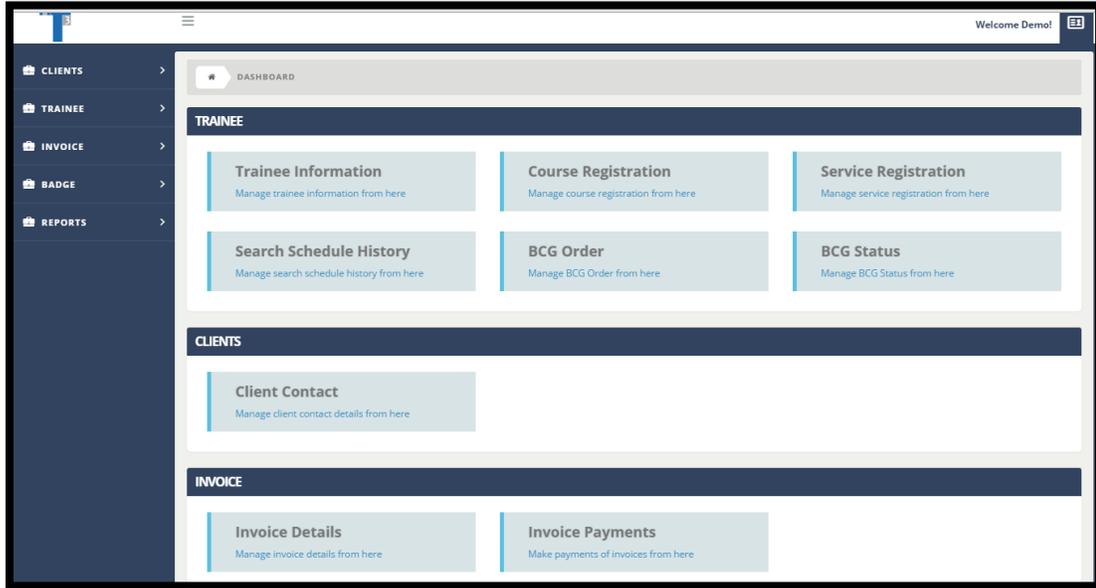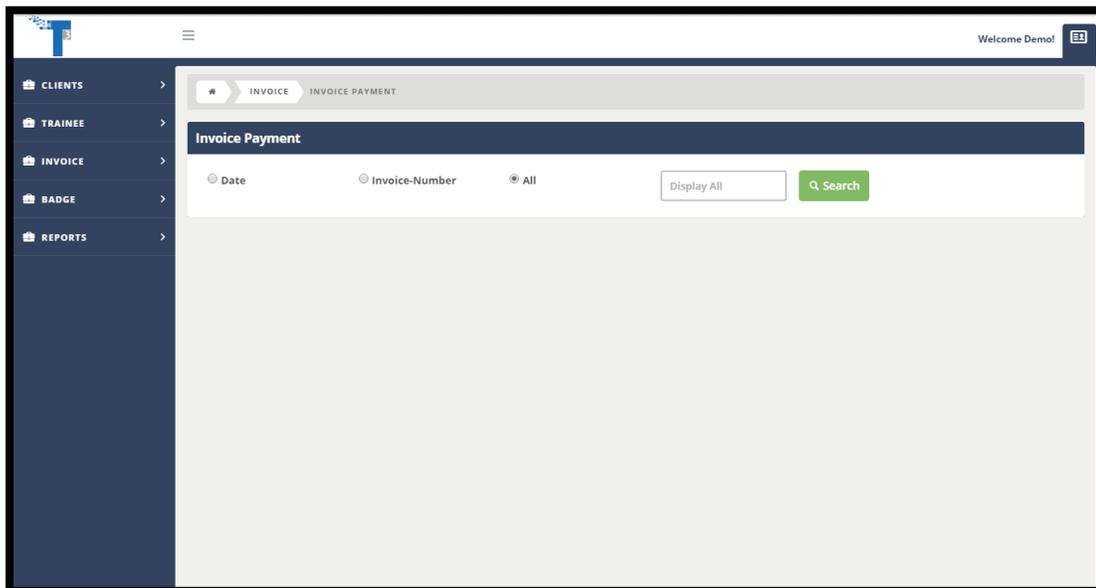# How to Pay an Invoice

1. Click on the *Invoice Payments* tab located on your dashboard underneath *Invoice*.

2. Once you're directed onto the *Invoice Payment* page, you can filter your search by *Date*, *Invoice-Number* or *All*. After selecting your filter, press the green *Search* button.

3. Your invoices will appear. You can view your invoices by selecting the *Invoice Number* in blue and your detailed invoice will appear.

4. To make a payment for an Invoice, you can select the checkbox of the invoice you're paying. If you want to pay more than one invoice with the same payment method, you can select multiple invoices as needed. After selecting the invoice you're paying for, select the *Make Payment* button in blue to your right.
   > *Note: If you would like to use a credit, select the invoice with the credit along with the invoice you want to use the credit on. The totals will adjust to give you a new amount to pay.*
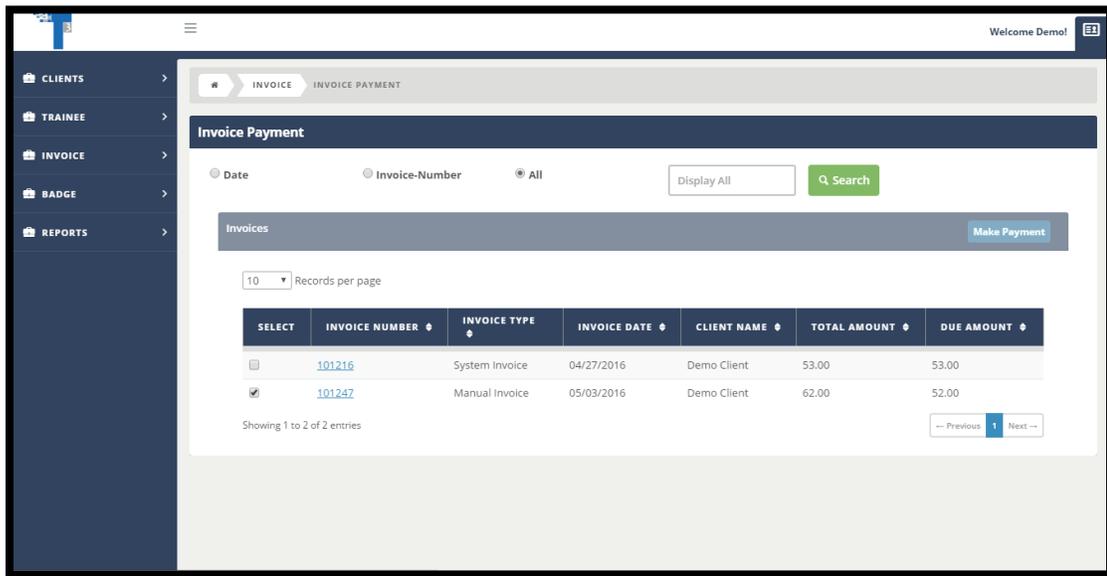
5. A *Make Payment* pop up window will appear. Fill in all necessary fields.
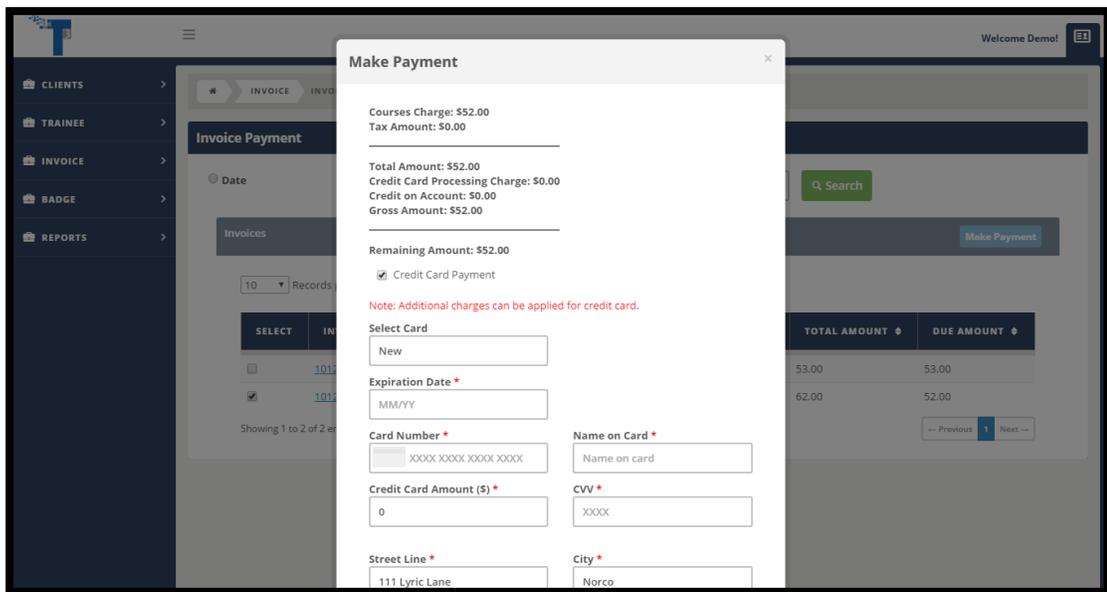
6. After entering in all required fields. Scroll down to the signature location. As a client, you can proceed without signing but for trainees coming to the council to test, if they are paying with a credit card they will be required to sign. Afterwards, press the green *Pay* button located at the bottom of the pop up box.
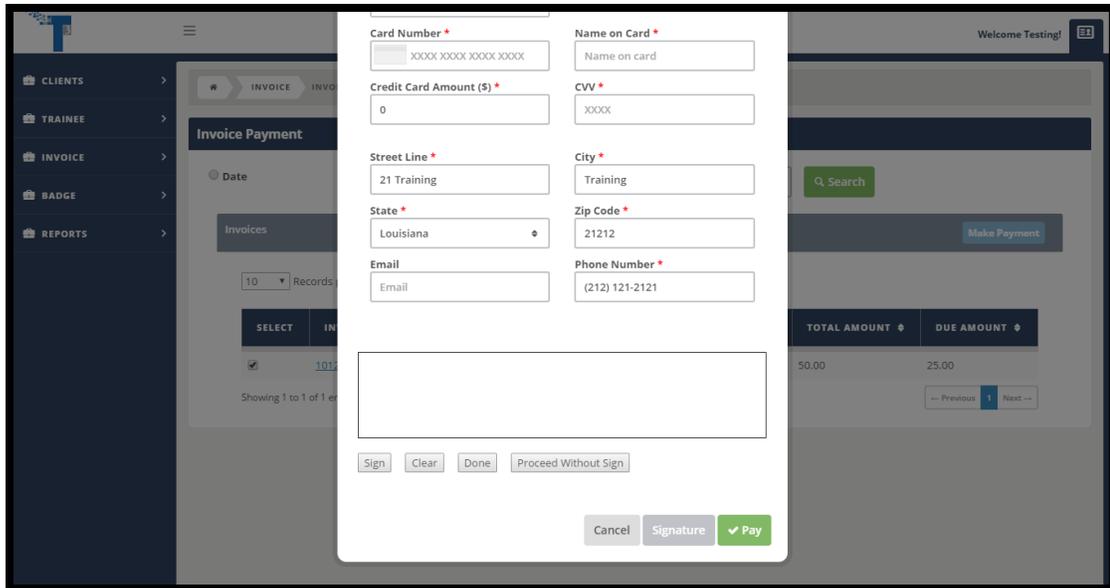
7. The receipt will appear seconds after the invoice has been paid, you can print this out to save for your records. Click the green *Finish* button at the bottom of screen when you are done. If your invoice was paid in full, it will not be on the *Invoice Payment* page; otherwise if you still need to pay on the invoice, it will still show up.