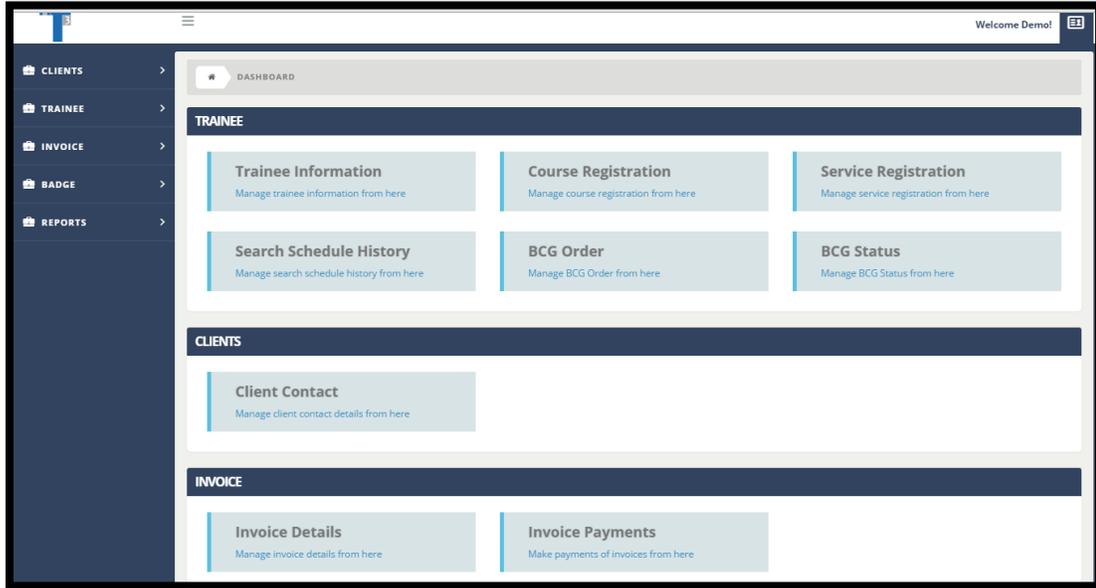
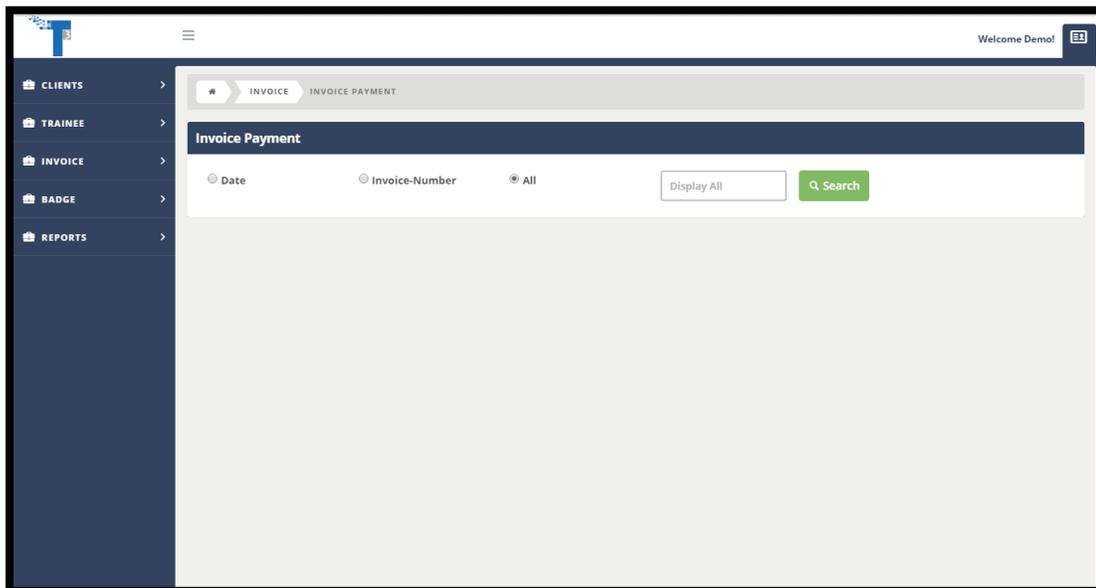


# How to Pay an Invoice

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.



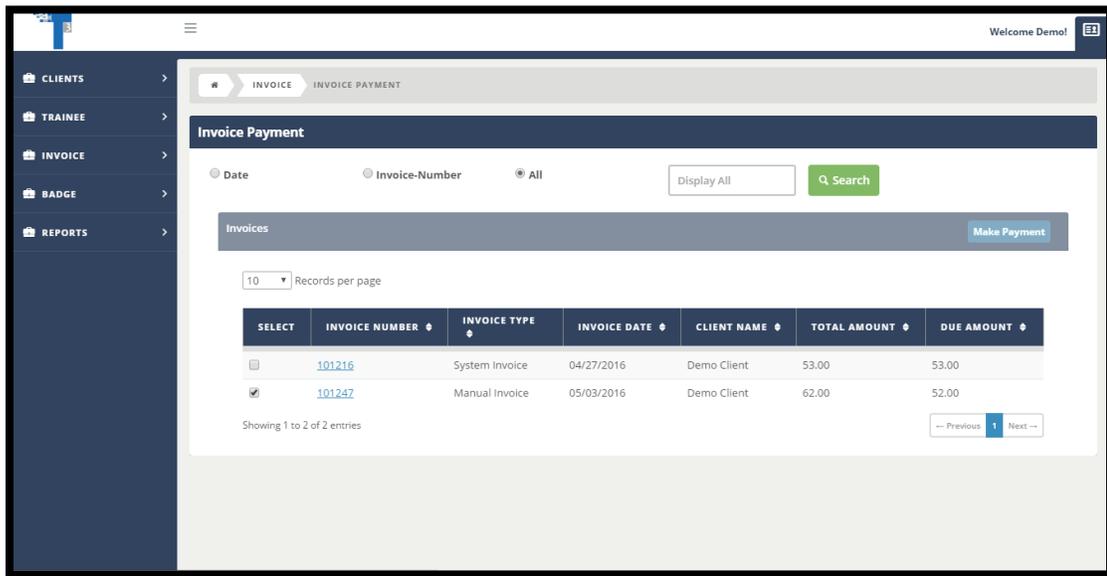
3. Your invoices will appear. You can view your invoices by selecting the **Invoice Number** in blue and your detailed invoice will appear.

The screenshot shows a web application interface for 'Invoice Payment'. On the left is a dark blue sidebar with navigation options: CLIENTS, TRAINEE, INVOICE, BADGE, and REPORTS. The main content area has a breadcrumb trail 'INVOICE > INVOICE PAYMENT' and a 'Welcome Demo!' message. Below this is a section titled 'Invoice Payment' with radio buttons for 'Date', 'Invoice-Number', and 'All'. There is a search bar with 'Display All' and a green 'Search' button. A 'Make Payment' button is visible on the right. A table lists invoices with columns: SELECT, INVOICE NUMBER, INVOICE TYPE, INVOICE DATE, CLIENT NAME, TOTAL AMOUNT, and DUE AMOUNT. Two invoices are shown: 101216 (System Invoice, 04/27/2016, 53.00) and 101247 (Manual Invoice, 05/03/2016, 62.00). The interface also includes a 'Records per page' dropdown set to 10 and pagination controls showing '1' of 2 entries.

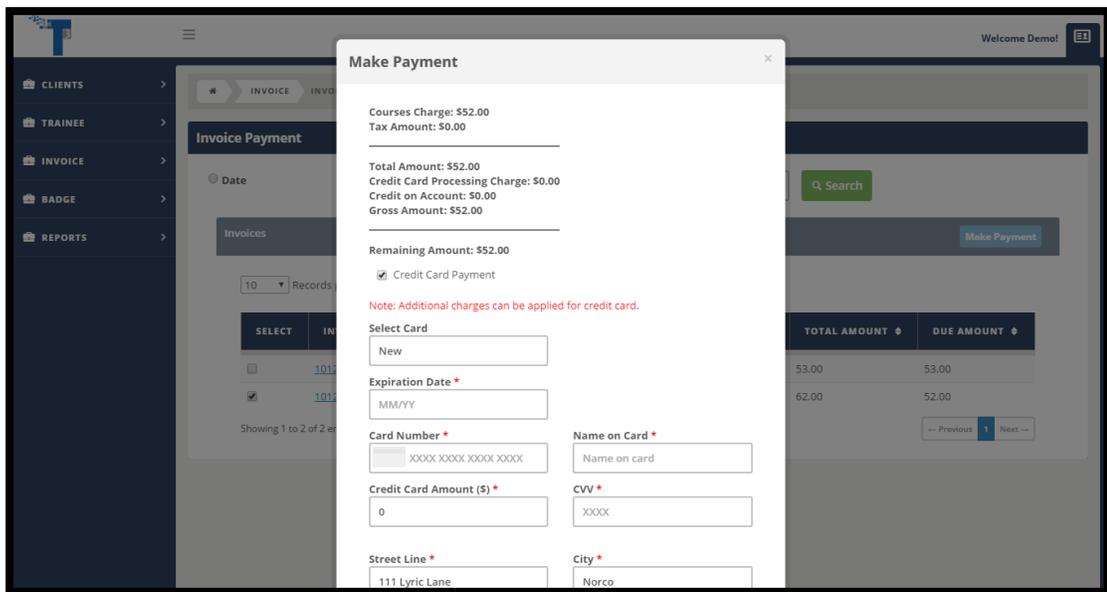
The screenshot displays a 'MANUAL INVOICE' document. At the top left, it lists contact information for 'Demo One' (111 Demo Lane, Demo, LA 70079, Phone: (123) 123-1111, Fax: ). At the top right, it provides invoice details: Date: 5/3/2016, Invoice Number: 101247, Customer Name: Demo Client (100248), and Customer PO #: 564644. The main body is a table with columns: DATE, ITEM CODE, DESCRIPTION, REGISTERED BY, QUANTITY, PRICE (\$), and TOTAL PRICE (\$). The table contains two rows: 'Membership' (05/03/2016, 10.00) and 'Demo' (05/03/2016, 52, 52.00). Below the table, a summary section shows: Paid Amount: \$10.00, Item Tax Amount: \$0.00, Item Amount: \$62.00, Total Amount Include Tax: \$62.00, and Remaining Amount: \$52.00. At the bottom, there is a section for 'PAYMENT HISTORY'.

- 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.

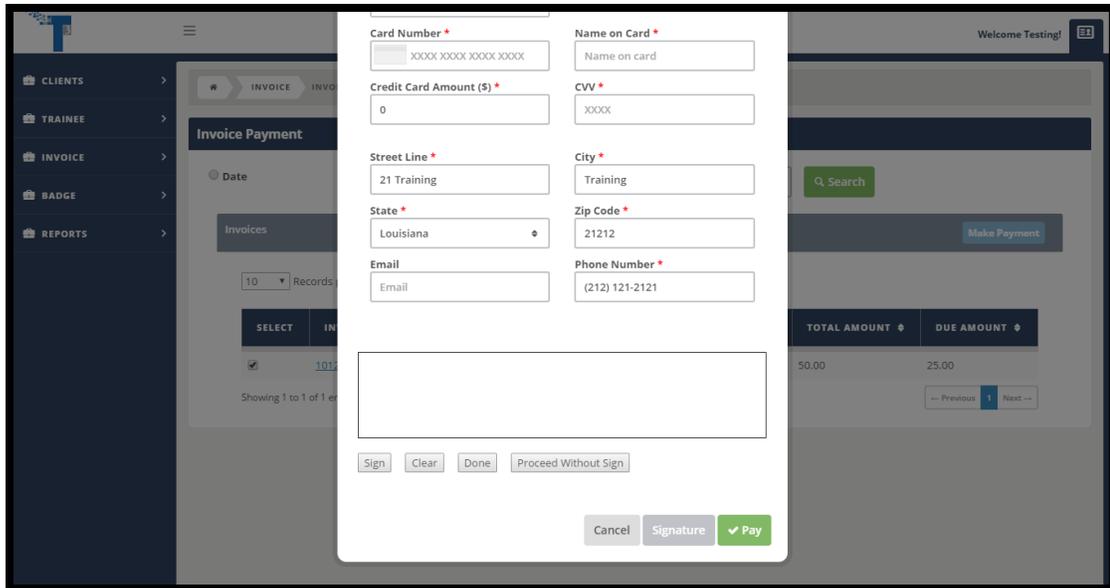
*Note: If you would like to use a credit, select the invoice with the credit along with the invoice you want to use the credit on. The totals will adjust to give you a new amount to pay.*



- A **Make Payment** pop up window will appear. Fill in all necessary fields.



- 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.



- 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.

