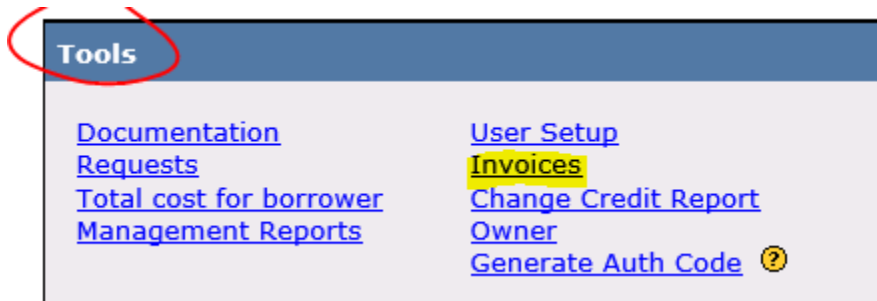


How to Pay an Invoice

This feature is only available to users admin permissions
From the *Main Desktop*, head to *Tools* and then click on *Invoices*:



From the **Invoices** page, click the **Pay** link. The link shall only be displayed next to Invoices with a non-zero balance.

To import the payment information from the Invoice Owner's setup, click the **Import** button. The dropdown only has the option of Invoice Owner to import from. The total amount will be paid as well as any relevant Credit Card Surcharge.

Review the information displayed, click **Next**, check the *I agree* box and hit **Submit**.

The payment will process and then you can view information relevant to the Transaction. This will mark the invoice as paid within the system. Your CRA will be also be automatically notified via email.

This feature is only available to users admin permissions

The screenshot shows the 'Invoices' page with a table of records. The table has columns for Invoice#, Customer, User, Created, Due Date, Amount, Payment Status, and Download. The 'Pay' link is highlighted in yellow for the first record.

Invoice#	Customer	User	Created	Due Date	Amount	Payment Status	Download
136841	Zero Point Mortgage Services		11/30/2017	12/15/2017	\$410.00	UNPAID	View Pay Customize csv
136842	Zero Point Mortgage Services	ANDRE TWEED	11/30/2017	12/15/2017	\$30.00	PAID	View Pay Customize csv
136843	Zero Point Mortgage Services	AUSTIN WORRELL	11/30/2017	12/15/2017	\$30.00	PAID	View Pay Customize csv
136844	Zero Point Mortgage Services	CHAD LUCKNER	11/30/2017	12/15/2017	\$90.00	PAID	View Pay Customize csv
136845	Zero Point Mortgage Services	CHASE PFOHL	11/30/2017	12/15/2017	\$150.00	PAID	View Pay Customize csv
136846	Zero Point Mortgage Services	CHRISTOPHER HERPKE	11/30/2017	12/15/2017	\$30.00	PAID	View Pay Customize csv

The screenshot shows the 'Pay Invoice' form. The 'Import' button is highlighted in yellow. A blue arrow points from the 'Import' button to the 'Billing Information' section.

Pay Invoice

Cancel Next Invoice Owner **Import**

Amount: \$30.00

Billing Information

Name: ELIZABETH A MULLEN

Street Address: 15519 JESSIE DRIVE

Zip: 80921 City: COLORADO SPRINGS State: CO

Card Number: Exp. Month: Exp. Year: 20

Card Verification Value