

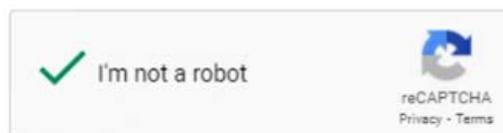
User Payment via Login

Registration Instructions

1. Register or log into the system
2. If registering, you must enter the Invoice Details. *Note all the details must be accurate and correct for the proper customer account to be selected. Once registered, to login this information is not required.*

Invoice Details

Invoice Number * 123654789	Invoice Date * MM/DD/YYYY
Invoice Amount * 850.00	



Select Customer

User Name
Customer Information

Service Fee will be charged during payment for using credit card. If paying by ACH, there is no fee.

[Clear Filter](#) [Export To Excel](#)

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Page size: 10

Enter text to search...

Select	Customer ID	Name	Address	Phone
<input type="radio"/>	999999	Company Name	Company Address	

Page 1 of 1 (1 items)

1

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3. Click on "Payments" in the top right corner of the screen and

User Payment via Login

4. Select Invoices

Invoices Summary Filters User Name Customer Information

Pay Now

Page 1 of 1 (1 items) 1 Clear Filter Export To Excel Page size: 10

Enter text to search...

<input type="checkbox"/>	Invoice Number	Fiscal Year	Invoice Date	Due Date	Original Invoice Amount	Current Open Amount	Description	Taxable Amount	Comments	Reference Doc Number
<input type="checkbox"/>	123654789	2022	MM/DD/YY	MM/DD/YY	850.00	850.00	0002584623	0.00		

5. Select invoice line

6. Pay Now

Total Invoices: 1 | Total Open Amount: 850.00 | Total Amount To Pay: 850.00

Payment Mode: Credit Card | ACH

Payment Method: [New](#)

Please note, if you are making payment via a Credit/Debit Card a 2 % Service fee will be charged and added to your total amount due. If paying by ACH, there is no fee.

Fee Amount: 17.00

7. Select Payment Mode

8. Create New Payment Method or Select Saved Information

Card Interface Casey Gocheaur Current Customer: 913065 - MG INSURANCE COMPANY

Credit Card *

Card Type *

Exp MM/YYYY * /

First Name *

Last Name *

Address

City

Country

State

Zip/Postal Code

Phone Number

Email (Required for Payment Receipt)

Save For My Group

Back Continue

User Payment via Login

Invoice Number	Current Open Amount	Currency	Amount To Pay	Remarks	Reason Code
1802612382	850.00	USD	850.00		

Total Invoices 1	Total Open Amount 850.00	Total Amount To Pay 850.00
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Payment Mode

Credit Card

ACH

Payment Method * MC-5454

CVV * 123

[Edit](#) [New](#)

Expires On 01/2023

Credit Card Owner Details

Please note, if you are making payment via a Credit/Debit Card a 2 % Service fee will be charged and added to your total amount due. If paying by ACH, there is no fee.

Fee Amount
17.00

Submit

[Back](#)

9. Submit

Invoices Summary ▾ Filters ▾

Transaction successful.

You may receive an email with payment details if you selected that option.