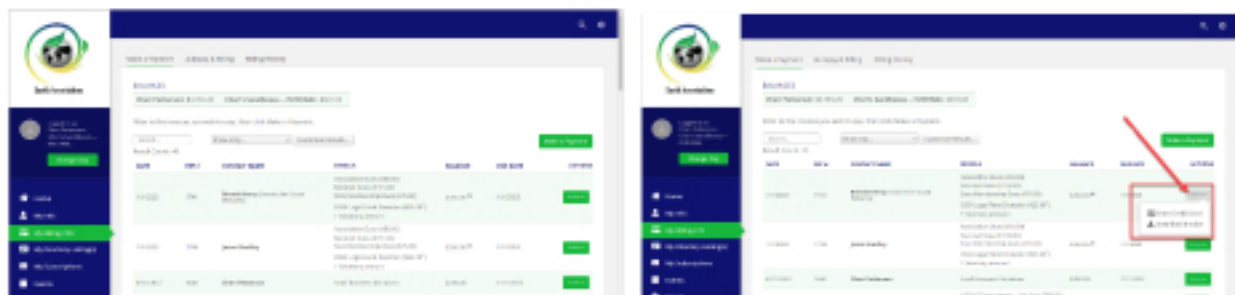# Pay an Invoice in the Info Hub

1. Click **My Billing Info** in the Navigation Panel. This will automatically open the **Make a Payment** tab.
2. Click the arrow on the **Actions** button for the invoice to be paid and select the **Enter Credit Card** option.



Enter Credit Card Information



3. Click **Done** to apply the payment to the invoice. When an invoice is paid online, you will receive an **On-line Payment Receipt** e-mail.