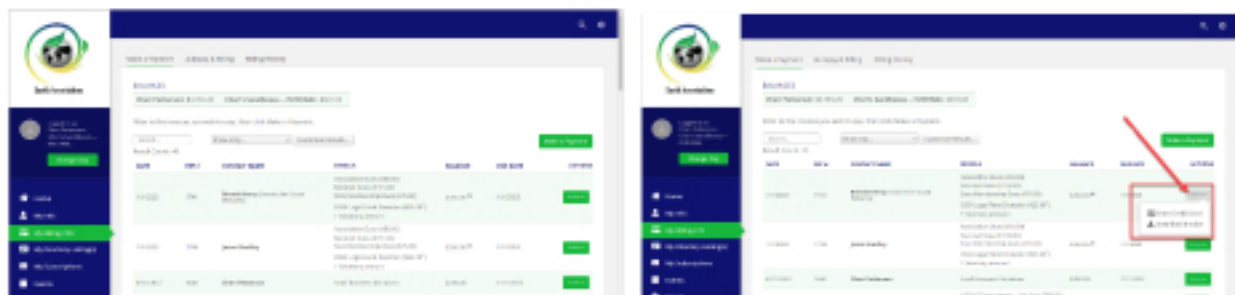


Pay an Invoice in the Info Hub

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

The screenshot shows the 'Edit Payment Information' form. It includes a 'Select Invoices' section with a table of invoices, an 'Enter Payment Information' section with fields for contact, payment profile, card number, and expiration date, and a 'Done' button.

REF#	CONTACT NAME	PERIOD END	VOLUNTARY FEE	AMOUNT	BALANCE
1141	Brooks Gary Director for Senior Wellness	1/1/2023	YES	\$242.00 DUPLICATE AMOUNT RECORDED	\$242.00

Enter Payment Information

CONTACT
Open Payment

Selected Payment Profile
Select a Saved Payment Profile

Card Number: 8881 77 000

Save Payment Info for Future

Payment Date: 5/10/2018

Amount: 242

Send Payment Receipt

Done

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.

Association Payment Receipt - Invoice #894, 895

We received your payment applied to invoice(s) #894, 895

Total Payment: 70.00
Payment Date: 5/10/2018
Transaction ID: ch_DOTWCLuDZwlpdf

Thank you for your payment!
To view the paid invoice, [click here](#).