To Make a Payment

From Customer Account:

1. Go to "charges"

2. Click on the Check Date tab and choose today's date.

3. Click the Method box and choose how they will pay.

   o If paying with check, be sure to enter the check number.

4. Type the amount you want to charge customer and press enter.

5. Drag the amount from the "unpaid" section into the unapplied section.

6. If they are paying with cash or check, click save.

7. If they are paying by credit/debit card (MC, VISA, AMEX or Discover), click the VISA card at top of page. If there is credit card on the account already, it will appear. If paying with a different card, you will have to enter all the numbers. When done click OK.

8. Once a payment is processed, you can print or email a receipt.

   o (Make sure credit card payments display an authorization <u>and</u> transaction number or the money did not go through).

9. The system will store whichever card is used last. If you want to pay with a different card but leave the existing card on the account after the transaction, hit "ONE TIME USE" *Before* entering the credit card number. It will charge this card but not store it. The pre-existing card will remain on the account once the transaction is completed.