

1. Hover over **Dashboard** and select **Pay Account**
2. Here, you will see all outstanding payments on your account. You can choose to pay off a specific order, or pay for an entire period of orders by checking the specified box,

**Invoice Details**  
You can choose from the day based periods below, to auto-select the invoices for those time spans.

<input type="checkbox"/> Current: \$20.46	<input checked="" type="checkbox"/> 30 Days: \$543.24	<input type="checkbox"/> 60 Days: \$0.00	<input type="checkbox"/> 90+ Days: \$0.00	Unallocated Payments: \$0.00
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3. After choosing the orders to be paid off, tick the **Pay** box (or enter a specified amount you would like to pay off that order) and, click **Continue**

Date	Invoice #	Due Date	Invoice Amount	Owing	Discount	Payment Amount	<input type="checkbox"/> Pay <input type="checkbox"/> Reprint
06/10/2022			\$543.24	\$543.24		<input type="text" value="\$543.24"/>	<input checked="" type="checkbox"/> Pay <input type="checkbox"/> Reprint

4. Choose your preferred payment method, by card, direct deposit or Bpay
5. Once you have entered your details, click **Process Payment**