

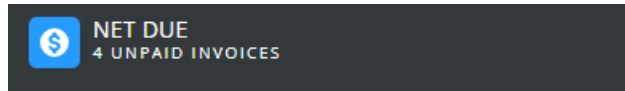
Outstanding Balance Payment

Last Modified on 06/09/2026 10:50 am CDT


Outstanding Balance payments give the ability to pay the Statement balance, pay off the entire account balance, apply the payment to specific Invoices, or auto apply a specific amount to Invoices.

1. Initiate an Outstanding Balance payment in one of two ways:

- o Choose **View Net Due** on the *Net Due* card on the *Overview* page.

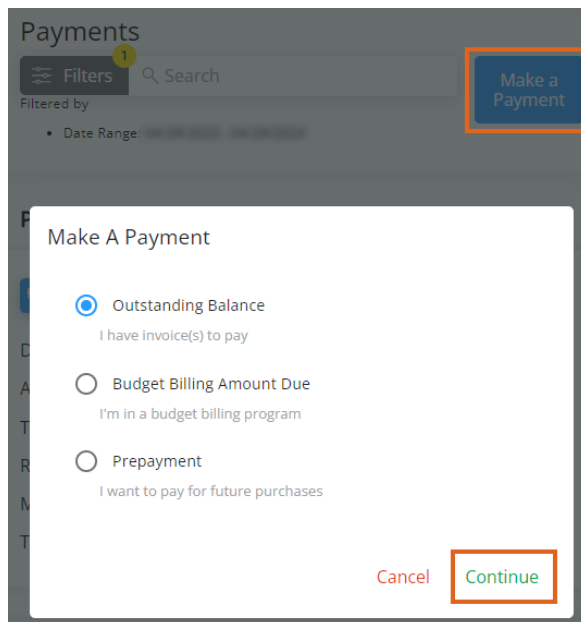


\$2,234.05

 \$4.50 discounts available

[View Net Due](#)

- o Select **Make a Payment** at the top of the *Overview* or *Payments* screen, choose *Outstanding Balance*, and select **Continue**.



2. *Invoices Due on or Before* a selected date display with the option to view or download a PDF. *Invoices Due After* today's date display in the middle of the page.

Invoices Due on or Before		Choose a date*			
	5/29/2026				
149	Field —	Invoiced Date 04/03/2026	Due Date 05/15/2026	Unpaid \$780.00	
Invoices Due After May 29, 2026					
151	Field —	Invoiced Date 05/01/2026	Due Date 05/31/2026	Unpaid \$176.00	

3. *Balances Due By Month* can be reviewed as a bar graph or pie chart for the last six months.

BALANCE DUE BY MONTH

REGULAR

\$2,234.05



■ May
 ■ June
 ■ July
 ■ August
 ■ September
 ■ October



4. Review the *Regular Balance*, *Unapplied Credit*, *Net Due*, and *Scheduled Payments* amounts on the right. Choose *Pay Statement Balance*, *Pay Off Balance*, *Select Invoices*, or *Enter Amount* to determine the amount of the payment then choose **Make Payment**.

Regular Balance	\$2,234.05
Unapplied Credit	(\$0.00)
<hr/>	
Net Due	\$2,234.05
Scheduled Payments	\$0.00

Choose Amount:

- Pay Statement Balance Statement balance \$2,234.05 due by 05/31
| [Set up Recurring Payment](#)
- Pay Off Balance Pay full balance due \$2,234.05
- Select Invoices Pay specific invoices
- Enter Amount Auto apply payments to invoices

[Make Payment](#)

Pay Statement Balance

Pay the total amount owed at the end of the billing cycle.

One-Time Payment

Select **Make Payment**, then see the *Completing the Payment* section below to finish the process.

Recurring Payments

- To set up Recurring Payments, select **Setup Recurring Payment**. Delays may occur if recurring payments are scheduled outside of business hours. Schedule in advance to ensure timely payment.

Recurring Payment Information

Description Stmnt Bal Recurring Pmt	Payment Amount Statement Balance	Start date 5/29/2026
Payment Date Select a Specific Date	On <input type="text" value="31st"/> of Each Month	End date (Optional)

22 / 30

First Payment Date: 05/31/2026 Last Payment Date: —

ⓘ Your recurring payment will be based on the statement due date (31st) and will cover all invoices due within each billing cycle.

- Enter details for the Recurring Payment.
 - Enter a brief *Description* for this recurring payment. The *Payment Amount* defaults to the *Invoice Due* and cannot be modified.
 - Choose a *Start Date* by selecting the **Calendar** icon, then choose the *Date of Each Month* the payment should be made. The *Payment Date* defaults once this is selected.
 - The *End Date* is optional and, if selected, the *Last Payment Date* will be displayed.

- d. For the *Recurring Payment Method*, choose to use *Saved Payment Information* or optionally choose *Bank Account* or *Credit or Debit Card* to enter new information. If entering new payment information, it will have to be saved for future scheduled transactions.

Recurring Payment Method


Saved Payment Information

Bank Account

Credit or Debit Card

There is a 2.00% Surcharge added to all credit card transactions.

Bank Account Information

 The payment information must be saved for future scheduled transactions.

<input type="text" value="Name on Account"/>	<input type="text" value="Zip Code"/>
<input style="border-bottom: 1px solid #ccc;" type="text" value="Account Type"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="Check Type"/>
<input type="text" value="Bank Account #"/>	<input type="text" value="Routing #"/>

3. Select **Review Recurring Payment** and make sure everything is correct. Choose **Edit** to make any adjustments. Verify the *Email Address* is accurate, and optionally enter any *Comments*. Be sure to check both boxes, review the **Recurring Payment Terms**, then select **Submit**.

Note: The second checkbox is only for ACH payments.

Recurring Payment Information			
Description	Payment Amount	Start Date	
Stmt Bal Recurring Pmt	Invoice Due	05/29/2026	
Payment Date	First Payment Date	End Date	Last Payment Date
On 31st of Each Month	05/31/2026	—	—

Bank Account Information	
Bank Account #	Ends in *****
Routing #	

Contact Information	Comments on Payment
<p>Select where you would like us to send you a receipt, or notify you if your payment fails.</p> <p>Email Address*</p> <input type="text" value="*****@gmail.com"/>	<p>Comments (Optional)</p> <input type="text"/> <p>0 / 100</p>

I understand that the payment information will be saved for future scheduled transactions. (Required)
 By proceeding, I agree to allow the company to process ACH transaction(s) and confirm that I have read the terms below. (Required)

[Recurring Payment Terms](#)

[Cancel](#)
[Submit](#)

Manage Recurring Payment

Once Recurring Payments are set up, the link below the *Pay Statement Balance* option changes to **Manage Recurring Payment**.

Pay Statement Balance Statement balance \$2,234.05 due by 05/31
 Manage Recurring Payment

Selecting **Manage Recurring Payment** opens a window to **Delete** the Recurring Payment. Selecting **Dismiss** closes the window and keeps the Recurring Payment active.

Manage Recurring Payment

Stmt Bal Recurring Pmt Statement Balance On 05/31/2026 

Dismiss

On the *Overview* page, the *Net Due* card will show *Recurring payment enabled*.



NET DUE
2 UNPAID INVOICES

\$2,234.05

Recurring payment enabled

[View Net Due](#)

Pay Off Balance

Select **Make Payment**, then see the *Completing the Payment* section below to finish the process.

Select Invoices

1. Select **Make Payment**. Unpaid Invoices *Due on or Before* the date indicated are listed. Changing this date updates the list accordingly.

Note: Discount amounts will display when applicable.

2. Choose **Select All** or check individual Invoices. The number of Invoices along with the Payment total is displayed.

Due on or Before		Choose a date*					
5/29/2026							
Deselect All	Field	Invoice Date	Due Date	Original	Unpaid	Status	
<input checked="" type="checkbox"/>	149	—	04/03/2026	05/15/2026	\$780.00	\$780.00	Unpaid

1 Invoice Selected = \$780.00 [Pay Selected Invoices](#)

3. Choose **Pay Selected Invoices**.
4. Finish the Payment by following the steps in the *Completing the Payment* section below.

Enter Amount

Enter a dollar amount that will automatically apply to Invoices.

1. Select **Make Payment**.
2. Enter the *Amount* to be paid towards the account balance. The *Regular Balance* and any *Unapplied Credit* on the account is shown on the right to review. A confirmation of the *Payment Total* is shown below the *Amount* field.

Enter an amount to pay towards your balance		Regular Balance	\$2,234.05
Amount	\$500.00	Unapplied Credit	(\$0.00)
Payment Total = \$500.00		Net Due	\$2,234.05

[Cancel](#)
[Next](#)

3. Select **Next**.
4. Finish the Payment by following the steps in the *Completing the Payment* section below.


Completing the Payment

1. On the *Payment Information* page, review or add payment information. Select **Review Payment**.

Note: If the *Saved Payment Information* needs updated, **Delete** that information then re-enter.

[Overview](#) ▶ [Balance Details](#) ▶ Payment Information

Saved Payment Information

<input checked="" type="radio"/>	Name on Account	Bank Account #	Routing #	
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[Cancel](#)
[Review Payment](#)

[+ Enter New Payment Method](#)

[Terms](#)

Note: To remove a saved payment method, the **Delete** icon can be selected. However, if there are recurring payments set to use that method, they will be removed and message will display to **Cancel** or **Acknowledge and Delete**.

Delete Saved Payment Information

This will cancel your recurring payments linked to this payment method. Please set up new payments to avoid disruption in future payments.

[Cancel](#)
[Acknowledge and Delete](#)


2. Review *Selected Invoices* (if applicable) and *Account Information*.
3. Optionally add any *Comments on Payment*, and verify *Contact Information*.

4. The *Payment Date* defaults to today, but can be changed if needed.

Note: Same-day payments cannot be cancelled after submitting.

Payment Date


Select day your payment will be made. Same day payments can't be cancelled after submission.

Payment Date*	
5/29/2026	

5. Review the **Terms**. If paying via ACH, check the box agreeing to allow the ACH transaction to be processed. If using a credit card and a surcharge is being applied, check the *I acknowledge (%) surcharge* checkbox.
6. Once all information has been reviewed and is accurate, select **Submit Payment**. Avoid selecting the **Back** button or refreshing the browser while the payment is processed.

Submitting the Payment...

Please do not leave this page. Once your payment is processed, you will be automatically redirected back to the Payments page.

 Using the back or refresh button could interrupt the payment process