

How to Pay Outstanding Invoices

Once you have logged into Invoice Cloud:

Invoices will appear in the search results. Please note that only a few outstanding invoices will appear on one page. You must click Next to see any new bills.

The screenshot shows the 'Search Results' page in Invoice Cloud. At the top, there is a link to 'Return to previous page'. Below the title, a message says: 'Please review your results below and select invoices to Pay. Click [here](#) if you would like to search again. Need help selecting an Invoice?'. A large blue arrow points down to the first checkbox in the table. The table has columns: 'Select', 'Account #', 'Customer Name', 'Due Date', 'Bill Total', 'Balance Due', and actions. It lists five invoices for account 07746. At the bottom, there are buttons for '+ Add selected invoices to your cart' and 'Register Customer'. A blue arrow points right to the 'Next' link. Below the screenshot, two boxes with arrows point to the buttons: 'To just pay the bills.' points to the cart button, and 'To register your account.' points to the register button.

Select	Account #	Customer Name	Due Date	Bill Total	Balance Due	
<input type="checkbox"/>	07746	[REDACTED]	1/13/2020	\$5.80	\$5.80	View Invoice Related Invoices Remind Me
<input type="checkbox"/>	07746	[REDACTED]	1/13/2020	\$38.84	\$38.84	View Invoice Related Invoices Remind Me
<input type="checkbox"/>	07746	[REDACTED]	2/17/2020	\$40.00	\$40.00	View Invoice Related Invoices Remind Me
<input type="checkbox"/>	07746	[REDACTED]	2/23/2020	\$5.80	\$5.80	View Invoice Related Invoices Remind Me
<input type="checkbox"/>	07746	[REDACTED]	2/23/2020	\$10.00	\$10.00	View Invoice Related Invoices Remind Me

Showing 1 to 5 of 9 entries

[Previous](#) [Next](#)

[+ Add selected invoices to your cart](#) | [Register Customer](#)

To just pay the bills.

To register your account.

On this screen you may select which bills you wish to pay by clicking in the box to the left of each line item. Please note newer bills will appear on additional pages. You may reach them by selecting Next in the bottom right hand corner of the bills.

Once you select the bills you may either move the items to your cart or register your account. To register your account you will provide an email and password. This would allow you access in the future when there are no open bills and you can see your historical data.

Once you add to your cart, you will be brought to the payment screen.

Please review your cart

Please confirm your selections below. Click on Proceed to Checkout when you are ready to pay.

Type - Water/Sewer

Type	Account #	Due Date	Balance Due	Options
Water/Sewer	03360	3/25/2020	\$252.21	View Invoice View Summary Remove from Cart

Subtotal (4 Items) \$252.21

Not including any applicable service fees.



Proceed to Checkout >

Additional Options

[I want to find more invoices](#)

Select Proceed to Checkout

Payment Options

Payment Information

Review Payment

How would you like to pay?

Available Payment Methods

Credit/Debit Card

How much would you like to pay?

☒ **Pay in Full** \$252.21

☐ **Pay Other**

Continue to Payment Information >

Payment Summary

Invoice #	Amount
WD-3485886 - View	\$2.90
W-3485886 - View	\$105.81
SD-3485886 - View	\$2.90
S-3485886 - View	\$140.60
SUBTOTAL	\$252.21
GRAND TOTAL	\$252.21

Any applicable service fees and/or discounts will be displayed before processing your payment

You may pay by EFT (bank account) or credit/debit card. There is a \$4.95 fee for every portion of \$250 you pay if using a credit/debit card.

Note: If you are paying a total **greater than \$250** by credit/debit card, you will need to break the amount paid out into smaller amounts under \$250 and make multiple payments using the Pay Other option above.

You may also pay in full or make a partial payment.

Make your selections and select Continue to Payment Information.

Payment Options

Payment Information

Review Payment

Please enter your bank information

Please fill out all fields below and click Continue to Review Payment to save your information.
[Need help filling out this information?](#)

Bank Account Holder's Name *

Account Type *

Select One ▼

Routing # *

Bank Account # *

Re-enter Bank Account # *

Check Number (Optional)

Billing Address *

Country *

United States ▼

City *

State *

New Hampsh ▼

Zip *

Email *

[Continue to Review Payment](#) ➔

| [Go back to Payment Options](#)

Payment Summary

Invoice #	Amount
WD-3485886 - View	\$2.90
W-3485886 - View	\$105.81
SD-3485886 - View	\$2.90
S-3485886 - View	\$140.60
SUBTOTAL	\$252.21

GRAND TOTAL **\$252.21**

Any applicable service fees will be displayed before processing your payment

Fill in the required information. Be very careful entering your bank routing and account number. If it is not recognized, your payment may be rejected and there will be a return payment fee.

Select Continue to Review Payment. Once payment is completed, you should receive an email confirming that your payment was issued.

If you have any other accounts (a lawn acct, etc.) you must go through the same process for each account. If you register using the same email and password for all accounts, when you sign in in the future, you will see all your accounts at once.