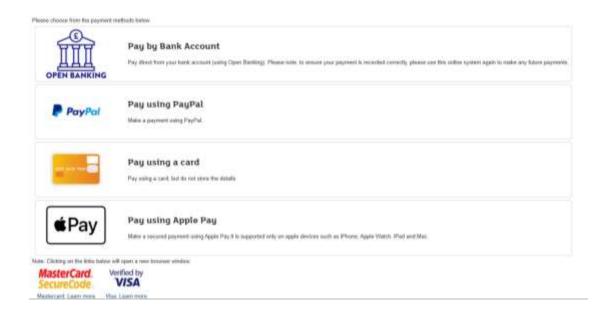
Invoice payment application – How to pay an invoice

Once you have successfully logged in you will be presented with all of the outstanding invoices and credit notes that appear on your customer account.

Select the invoices and credit notes (if applicable) that you wish to make a payment for.
A 'total' amount will appear below. Once you have finished your selections, click on 'Pay Selected'.

Invoice Payments Log out Customer Number: Flease note: Any payments made outside of the Invoke Payments system today alongode any invoices/credit notes created today will not be shown below view payment history Outstanding invoices Invoice Invoice date • Amount to pay (£) outstanding (£) number 15/05/2024 1804048086 2005.92 2005.92 2005.92 1804051691 2005.92 15/05/2024 2005.92 2005.92 Outstanding credit notes You do not have any outstanding credit notes. Total: £2,005.92 @ Refresh

2. The next screen will show you the payment options available to you. Initially not all the options shown below will appear but in time they will all be available. Select your chosen payment method and proceed with the information that this requires for a successful payment.



Payment History

Once you begin to use the application to make payments you will be able to view your payment history by selecting 'View payment history' on the initial page after you log in.



Log out

Please remember to log out once you have finished with your use of the application, by selecting 'log out' on the initial page after you log in.