



VIEW AND PAY INVOICES

Member Portal Home Update Password Profile Update
Take A Survey CreditCOMPASS Tips of the Day

Please Note - only the Member of Record can View /Pay Invoices

Click on **Profile Update** to open the screen below and click **View Invoices**

EDIT MY PROFILE

Edit profiles related to:

Editable Profiles Related to

ADD NEW PROFILE

Member of Record

Profile

Company Name

Main Contact
 Editor
 Receives Communication
 Billing Contact

Relation Type

Title

EDIT PROFILE

VIEW INVOICES

1 items per page 1 - 1 of 1 items

SAVE RELATIONSHIPS

Open Invoice Items for:

Company Name
PO Box 1747
Springfield, MO 65801

If you have open Invoices they will appear on the screen with a Description and the Amount Due - By Clicking the **View** button it will add the Payment Amount to the pay screen

OPEN INVOICES

Selected Items To Pay	Date Due	Invoice Num	Invoice Date	Description	Item Amount	Amount Paid	Amount Due
<input type="checkbox"/> VIEW	4/30/2020	115177	3/31/2020	INT Report Usage	\$12.00	\$0.00	\$12.00

You can pay the Invoices right from this screen
Fill out ALL information in the boxes below and hit the **Accept Payment** button.

Payment Amount

\$0.00

Name On Card

Company Name

Billing Address 1

PO Box 1747

Billing Address 2

City

Springfield

State/Prov

I ▾

Zip/Postal Code

65801

Country

Credit Card



Card Number

Security Code

<-- This is the non-raised 3 or 4 digit code on the back of your card.

Expires Month

01 ▾

Year

2021 ▾

Phone Number

Email Address



ACCEPT PAYMENT(S)