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## Make a credit card payment

Use the billing portal to make one time credit card payments. You can pay your bill in increments, pay your entire bill, or pay the total amount due for your account.

## To make a credit card payment:

- 1. On the menu bar, click **Payment Options**.
- 2. On the Make a Payment page, under Payment by Credit Card, indicate whether you want to pay the total amount due, pay a specific bill, or pay another amount, and then click **Next**.

**Note:** If you are paying a specific amount, do not enter currency characters.

| Home Bill Details Payment Options My Reports |   |  |  |  |  |
|--|---|--|--|--|--|
| Make a Payment                               |   |  |  |  |  |
| Make a Payment                               |   |  |  |  |  |
| Add/Update Credit Card                       | Payment Information Total Amount Due: \$ 61.11 USD*   |  |  |  |  |
| Payment History                              | Payment Due: 7/30/2020<br>*Please note the Total Amount Due is only updated once payment is received and<br>processed. Questions about your Total Amount Due? Call us @ (866) 640-0880. |  |  |  |  |
|  | Payment by Credit Card         Image: Total Amount Due, \$ 61.11         Select an Invoice         3/1/2020 - 3/31/2020 #Invoice:29219430 \$ 27.22         Image: Pay this Amount, USD  |  |  |  |  |
|  | Cancel  |  |  |  |  |

3. On the Enter Credit Card Information page, enter your credit card details and then click **OK**.

|                           | ent Options My Reports   |  |  |
|---------------------------|--|--|--|
| Current Activity          | Card Holder Information<br>Please ensure the information below matches that on your credit card statement.   |  |  |
| Billing History - Details | First Name: Louisa   |  |  |
| Billing History - Trend   | Middle Initial:  |  |  |
| Invoice Copies            | Last Name: Young   |  |  |
|                           | Address Line 1: 1 Peachtree Road   |  |  |
| Invoice Search            | Address Line 2:  |  |  |
| Invoice Delivery Options  | City: Atlanta<br>State/Province: Georgia   |  |  |
|                           | Zip/Postal Code: 00000   |  |  |
|                           | Country: United States of America  |  |  |
|                           | Credit Card Type:Select<br>Card Number:<br>Credit Card Verification Number:<br>What's this?<br>Expiration Date:<br>01  / 2020  /<br>Enroll in Auto Bill Pay. With Auto Bill Pay, your monthly bill will be automatically charged to your credit card.<br>OK Cancel |  |  |

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