

View Invoices and Renewal Information

- From the Members Only home page, Main Contacts and Editors can view all open invoices for their related profiles as well as renewal information
- You can view Payment History and click to Pay Invoices.

1 open invoices

Colette Moran

\$0.00

Morris County Chamber of Commerce

\$35.00

[PAY INVOICES](#)

Pay Open Invoices

Open invoices across accounts

PAY NOW

Select invoices below to pay

<input type="checkbox"/>	Due date ⇅	Invoice date ⇅	Invoice ⇅	Invoiced profile ⇅	Description ⇅	Item amount ⇅	Paid ⇅	Due ⇅
<input type="checkbox"/>	12/9/2021	11/4/2021	143492	Morris County Chamber of Commerce	Miscellaneous	\$35.00	\$0.00	\$35.00

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- Click Pay Open Invoices from top Navigation menu or the Pay Invoices button on the right side of the home page
- Main Contacts and Editors will see company invoices, other staff will view only invoices connected to their individual profile
- Select any invoices you would like to pay by checking the box in the first column
- To print an invoice, click on the Invoice Number link.

Paying Invoices

- Once you select an invoice/invoices to pay, you will see a Payment details pop up screen, where you will enter your credit card and address payment information
- [If you would like to be automatically charged on your renewal schedule, you will see a checkbox above the Submit Payment screen detailing the amount and when you will be charged (annually, quarterly, monthly)]

The screenshot shows a 'Payment details' form with a total amount of \$35. The form includes a dropdown menu for card selection, followed by input fields for 'Name On Card' and 'Card Num'. Below these are fields for 'Security Code', 'Month' (set to 11), and 'Year' (set to 2021). The address section contains two lines: '325 Columbia Turnpike' and 'Suite 101'. The bottom section includes fields for 'City' (Florham Park), 'State' (NJ), and 'Zip / Postal Code' (07932). A 'Country' field is also present but empty. At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT PAYMENT'.

Payment details **\$35**

Use a new card

Name On Card

Card Num

Security Code Month Year

Address

325 Columbia Turnpike

Suite 101

City State Zip / Postal Code

Country