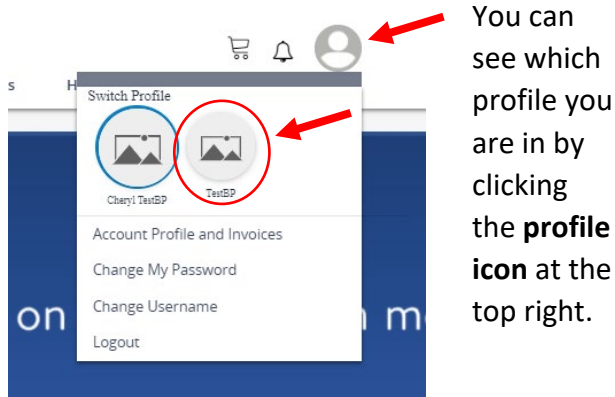


## Login

Using your email and password,  
**login** to your individual portal account

## Locate Invoices

If the invoices are on the organization's account, you will need to switch to that profile.



If you need to switch, select the organization's name.

## View Invoices

The easiest way to check for invoices is to look at the **alert bell** at the top right on the page



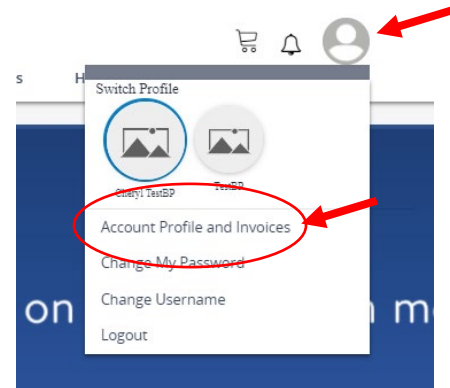
Click the **bell** and then  
**[OUTSTANDING BALANCE]**



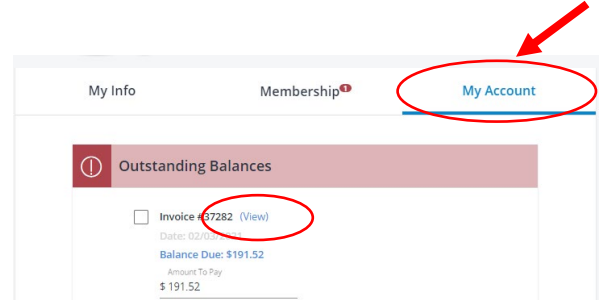
## View Invoices (continued)

You can also view invoices by clicking your **profile icon**.

Select **[ACCOUNT PROFILE AND INVOICES]**



Select **[MY ACCOUNT]**



Current and past invoices are shown

## Select Invoices for Payment

Select the invoices to pay or view

Click **[VIEW]** to open a PDF to save or print

Enter the payment amount and complete the payment process