Pay Invoice
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- After you are logged into CSS, you can pay for an invoice by either:
  - Selecting the “Pay Invoices” drop down menu located in the black menu bar at the top of the screen.
  - While in your Dashboard, click “View My Invoices”.
  - Click on the “Pay Invoice” icon located on the Home screen.
Search Invoice

- You can search for an invoice and display either Paid, Unpaid, or Voided Invoices.
- Your invoices will appear below.
- Select the invoice you want to view by clicking on the invoice number.
- Note: If you want to go ahead and pay all the invoices, you can click the “Select All” box and then click the blue “Add to Cart” button.
Detailed Invoice Review

- Select the blue “Add To Cart” button to include this invoice on the checkout window.
- Select the blue “Pay Now” button when ready to complete this transaction.
- Select the blue icon to print a copy of your invoice.
Shopping Cart

- View Shopping Cart
- Select the blue “Check Out” button to complete your transaction.
Payment Window

- After selecting the “Pay Now” button, you will arrive at the payment window.
- Please select a Payment Detail located at the bottom of the screen to begin your payment.
Payment Information

• Enter your credit card information in the fields provided at the bottom of the form.
• You can select a card type from the drop down menu.
  • We accept:
    • American Express
    • Discover
    • Visa
    • Mastercard
• After you have entered all your payment information, click the blue “Pay Now” button.
Payment Receipt

• After your payment is processed, you will see the payment receipt screen.

• If your payment was processed successfully, you will see a green notification stating “Your payment was successfully processed”.

![Payment Receipt Image]