



Paying Outstanding Invoices

HOW TO: Pay an Invoice

- Log into your profile (see the Logging into your Chamber Profile Instructions)
- If you have any open invoices, there will be an alert on the home page of your profile

1 open invoices

MCOC Test Profile \$200.00

[PAYMENT HISTORY](#) [PAY INVOICES](#)

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- Click the “Pay Invoices” button
- Select the open invoice, then click the “Pay Now” button

PAY NOW There is 1 invoice to pay

<input type="checkbox"/>	Due date ⇅	Invoice date ⇅	Invoice ⇅	Invoiced profile ⇅	Description	Item amount ⇅	Paid ⇅	Due ⇅
<input checked="" type="checkbox"/>	1/11/2024	1/11/2024	88169	MCOC Test Profile	Marshfield Chamber Dues	\$200.00	\$0.00	\$200.00

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- Once the new page opens, you can opt into contributing to the MCC Scholarship fund or not. Then, click the “Save” button

Related Revenue Items

Invoice #	Total cost	Amount paid	Balance	Due date	Invoice date
88169	\$200.00	\$0.00	\$200.00	01/11/2024	01/11/2024

Original invoice: \$200.00

Description	Amount
MCC Marshfield Chamber Dues	\$200.00

Eligible Related Line Items

Description	Opt in	Action	Flat amount	%	Custom amount
Optional Contribution to MCC Marshfield Chamber Scholarship Fund	<input type="checkbox"/>	Add	\$25.00	0%	\$ 25

Proposed invoice: \$200.00

Description	Amount
MCC Marshfield Chamber Dues	\$200.00

CANCEL SAVE

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- Then, input your payment information and click “Submit Payment”

Payment details **\$200**

Use a new card

Name On Card

Card Number

Security Code Month Year

Address

City State Zip / Postal Code

CANCEL SUBMIT PAYMENT

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