

How to pay Your account



In the main menu, click "Options"

- Select "Statement" in the dropdown menu.



- You are now viewing a summary of your open/outstanding invoices and credit notes.

Outstanding	Payment
\$-34.63	 ☒
\$ 100.10	 ☐

- Select the invoice you'd like to pay by ticking the box
- You can also select a credit note to be applied to your outstanding account. You action this in the same way, by ticking the box.
- You can select several invoices and credit notes at the same time.

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- Once you have made your selection, scroll down to the bottom and you will find the total payment amount of selected invoices.

Total:			\$5254.18	
Payment:	\$328.30	Payment Amount:	\$0.00	Pay Statement
		328.30		

- If you are ready to make payment, click "Pay Statement."
- The next screen will prompt you to put in your payment details.

World Pay

Please click below to make your payment for your statement ref 4212 to the value of \$328.30

Payment details
* Indicates a required field

Card number *

Cardholder's name *

Expiry date *
 /

Security code

3 digits on the back of the card or 4 digits on the front of card

Billing address ✓
613 HAMPTON STREET, EAST BRIGHTON, 3187, Australia
[Edit](#)

Contact details ✓
[Edit](#)



- Once you have entered in your details,
- click "Make Payment". If successful, you will now receive a confirmation of payment.