



# Online Portal Overview

Discover easy ways to navigate your online billing and payments portal.

## Online Portal

Tailor your online billing and payment experience with our secure portal. You can view, search, and pay your invoices with ease. You have direct control and access to your documents and payment history. Take the time to review this information to get started managing payments on your terms.

## Navigation

- A. OPEN:** View, download, pay and print open invoices
- B. CLOSED:** Paid invoices move here automatically
- C. PAYMENT HISTORY:** Access payment history and manage scheduled payments
- D. SETTINGS:** Change account settings, manage users, set up or edit payment methods and update notification settings



Open											Laondria Crawford	
✓ Closed												
○ Payment History												
⚙ Settings												
Total Balance: \$35.41											Inv Date: Last 120 Days	
											Clear Filters	
Play Bills												
Print												
Download												
Move to Closed												
<input type="checkbox"/>	File	Note	Doc Type	Invoice #	PO Number	Inv Date	Due Date	Total Due	Disc Amt	Disc Date	Amt Paid	Open Balance
<input type="checkbox"/>	PDF		Invoice	S8819947.001	62819540	02/25/2025	03/10/2025	\$35.41	\$0.00		\$0.00	\$35.41

Note: Some of these features are only available when paying through the portal. Speak with your Accounts Receivable representative to learn how to activate your account.