How Do I: Pay Invoices
How to pay invoices through Onliant

- Log onto the site (you must be logged in to use this feature)
- From “Customer Portal”
  - Invoices
  - Pay Invoices
How to pay invoices through Onliant

• A list of your open invoices will display.
  ► Please note the disclaimer in red: Credit card payments are not eligible for cash discounts.
• Balance amount is the Invoice Amount less any previous payments.
• Total Amount Due includes the Balance and the 2% Service Fee.
  ► 2% fee is calculated on the Balance.
• Payments made on Onliant must be for the Total Amount Due. Partial payments are not accepted through Onliant at this time. Partial payments can be made by contacting our Accounting Department at 1-800-888-0054
How to select invoices for payment

- Check the ‘Pay This’ box for each invoice to be included in the payment.
- Scroll to the bottom of the page and select ‘Continue to Payment’
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• The following window will pop-up. This statement must be agreed to in order to continue the process.

• If this box is not checked, and you click ‘Continue’, the following message (in red) is displayed.
How to choose a credit card for payment

• Next, you’ll see the number of invoices to be paid, along with the total charge (including the 2% Service Fee).

• The ‘Choose a Card’ drop-down allows you to designate which credit card on file you want to use.

• If no card is on file in our system, or the card you want to use isn’t listed, selecting ‘Enter new credit card payment’ will allow you to enter the new card information.
How to enter new credit card information

• In the ‘Choose a Card’ drop-down, choose ‘Enter New Credit Card Payment’
  ► Enter the ‘Name on Card’
  ► Enter the ‘Billing Address’ (street address) of the card
  ► Enter the ‘Billing Zip Code’ of the card
• Click ‘Next’
How to enter new credit card information

Clicking ‘Next’ will open another window where you’ll enter your credit card information.

- Enter the Card Number (required field)
- Choose the Expiration date (required field)
- Click ‘Process Transaction’

► Please note: During this step of the process, the card will not be charged. Clicking ‘Process Transaction’ only verifies the information entered as a valid credit card and populates the card information onto the payment screen.
How to save new credit card information

• When you are returned to the payment screen, you have the option to save this payment type.
How to complete a credit card payment

• When you’re ready to submit the payment, click ‘Complete Payment’. The credit card will be charged at this time.

• After the process is complete, a receipt will display for the transaction. To print the receipt, right-click and choose ‘Print’.