## How to Make an Online Payment/Set up a Payment Plan for Your Account Balance

Scribe



## **3** Click "Pay your balance online."

## Hi,

Welcome to the member account area. Here is where you can control everyth Hover over the tiles below to see what each of them do.



|         |                 | Account has a balance of \$10.00                              |        |                                    |                             |        |  |  |  |
|---------|-----------------|---|--------|------------------------------------|-----------------------------|--------|--|--|--|
|         | 3rd Party Payer | r [Third Party Account  |        |                                    |                             |        |  |  |  |
|         | Payment is      | <ul> <li>for account balance.</li> <li>a donation.</li> </ul> |        |                                    |                             |        |  |  |  |
|         | Paying For      | Date  | Amount | Description                        | Payment Must Complete<br>By | Unpaid |  |  |  |
|         |                 | 01/04/2024  | 10.00  | 5784 Individual Membership<br>Dues | 08/31/2024                  | 10.00  |  |  |  |
|         | Amount          | \$ 10.00  | 0      |                                    |                             |        |  |  |  |
|         | Pay this amount | Once Now  |        | $\overline{}$                      |                             |        |  |  |  |
|         | Payment Notes   |   |        | <u> </u>                           |                             |        |  |  |  |
|         |                 |   |        |                                    |                             |        |  |  |  |
| Continu | e to Payment »  |   |        |                                    |                             |        |  |  |  |
|         |                 |   |        |                                    |                             |        |  |  |  |

## Click this button.

| sra Party Payer Third Party Account       | t   |  |  |  |
|---|---|--|--|--|
| Payment is  for account balan a donation. | <ul> <li>● for account balance.</li> <li>○ a donation.</li> </ul>                               |  |  |  |
| Paying For Date Amour                     | Date Amount Description Payment Must C By   |  |  |  |
| 01/04/2024 10.0                           | 0 5784 Individual Membership 08/31/2024<br>Dues   |  |  |  |
| Amount \$ 10.00                           |   |  |  |  |
| Pay this amount In 8 payments of \$       | In 8 payments of \$1.25 V<br>Paid Monthly V<br>Starting Today V<br>Admin: Schedule to End Later |  |  |  |
| Paid Monthly                              |   |  |  |  |
| Admin: Schedule to E                      |   |  |  |  |
| Payment Notes                             |   |  |  |  |
|   |   |  |  |  |
| Continue to Payment »                     |   |  |  |  |
|   |   |  |  |  |
|   |   |  |  |  |

| <b>6</b> Click this button.                          |                   |   |   |                     |           |            |  |  |  |
|--|-------------------|---|---|---------------------|-----------|------------|--|--|--|
|  | HOME              | MY ACCOUNT  | MEMBERSHIP & CLP REG  | EVENT / CLASS FORMS | DIRECTORY | CONTRIBUTE |  |  |  |
| Confirm Pay  | yment             |   |   |                     |           |            |  |  |  |
|  | Paymer<br>Conveni | Paying \$10.00<br>8 payme<br>Account Grozals<br>Int Method Cr | for Account Payment<br>ents, every month<br>ky, Malkie<br>redit Card - SIP<br>ECheck - SIP<br>hat's this? |                     |           |            |  |  |  |
| Each Payment <b>\$1.58</b><br>Confirm and Continue » |                   |   |   |                     |           |            |  |  |  |
|  |                   |   |   |                     |           |            |  |  |  |