

# Customer Portal - Make A Payment

Last Modified on 07/01/2024 11:21 am EDT

**Pathway:** *Customer Portal > Make A Payment*

Customers can use the 'Make a Payment' screen in the Customer Portal to make a full or partial payment towards the account balance, current charges, or select invoices.

**SELECT ACCOUNT** 1 of 10 **SELECT SERVICE LOCATION** 1 of 1

21638 BIG STATE 21638001 BIG STATE 12911 Farm to Market 1960 Rd W, Houston TX

**TEST MESSAGE TESTING**

**\$ 0.00** TOTAL DUE

**\$ 0.00** PAST DUE

**\$ Make a Payment**  
Last Payment: 12-11-2023 - Visa 123456\_DEMO\_AUTH \$ 731.40

**Invoice History**

**Manage Auto Pay**

**Wallet**

**Reports / Documents (3)**

**REQUESTS** [CLICK HERE TO SUBMIT ONLINE REQUEST](#)

CURRENT SERVICES	FREQUENCY	NEXT SCHEDULED
1 - 10 Yard Trash Service	On Call	
1 - Roll Off Rental Monthly	On Call	
1 - 4 Yard Trash Service	1x per week	Mon May 27th
1 - 2 Yard Recycle Service	On Call	
1 - 35 Yard Compactor Ser...	2x per week	Thu May 23rd
1 - 10 Yard Open Top Service	On Call	

[PRINT CALENDAR](#)

RECENT SERVICES	ID	SERVICE
Mon May 27, ...	7703715	4 Yard Trash Service
Mon Mar 25	7403228 (Completed)	4 Yard Trash Service

**Make a Payment** ✕

Total Balance \$ 0.00  
 Current Charges \$ 0.00  
 Fixed Amount [input field]  
 Selected Invoices <<select>

**Payment Total**  
 \*Wallet [dropdown]  
 Note [input field]

Payment Terms and Conditions

We offer one time payment options and also automatic payment as a convenient option to our customers to pay their monthly invoices and also their one time charge invoices. With this service, we process your fees once you click on the submit button. By agreeing to our terms and conditions you acknowledge that you are personally responsible for making the charge to your credit card and will contact us to cancel or change Auto Pay Agreements. Thank you for being our client.

## Make A Payment Descriptions

Filter	Description
Total Balance	Option to pay the total balance due on the account.
Current Charges	Option to pay only the most current invoice balance amount.
Fixed Amount	Option to pay a fixed amount entered by the customer.

<b>Selected Invoices</b>	Option to pay on only the selected invoices. After choosing the "Selected Invoices" radio button, click on the hyperlink (shown as a numeric value) associated with it to identify the invoices to which the payment should be applied.
<b>Payment Total</b>	Displays the payment amount that will be processed. The value displayed here is determined by a selection from above.
<b>Wallet</b>	Identifies the payment method that will be used to process the payment. If the payment method has changed, use the Add Wallet option to add a new method for current and future use.
<b>Add Wallet (button)</b>	Opens the Add Wallet screen to add a new payment method.
<b>Note</b>	Option for the customer to add a note with their payment.

## Make A Payment

1. Select the '**Make a Payment**' button from the Customer Portal home screen. This will open the **Make a Payment** popup screen.
  2. Select a payment option:
    - **Total Balance** - Pays the total balance due on the account.
    - **Current Charges** - Pays only the current invoice amount.
    - **Fixed Amount** - Pays a set amount towards the account total balance.
    - **Selected Invoices** - Select the invoices to make payments for.
  3. Select the payment method from the **Wallet** drop down. If one doesn't exist, or has changed, enter a new method by selecting the '**Add Wallet**' button.
  4. Click '**Process Payment**' and the payment will be processed.
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