

Customer Portal - Make A Payment

Last Modified on 05/26/2026 8:24 am PDT

Pathway: Customer Portal > Make A Payment

Customers can make full or partial payments toward their account balance, current charges, or specific invoices using the 'Make a Payment' screen in the Customer Portal. For added convenience, an optional Quick Pay feature is available on the login screen, which requires additional setup.

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

Add Wallet *Wallet [dropdown menu]

Note [input field]

Process Payment

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.

Cancel

Make a Payment

The following fields apply to the 'Make a Payment' button, accessible after the customer logs into their portal account. This feature offers flexibility, allowing customers to choose what to pay and how much and includes the option to pay with a previously saved payment method.

Screen Descriptions

Screen Option	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.
Selected Invoices	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.
Payment Total	Displays the payment amount that will be processed. The value displayed here is determined by a selection from above.
Wallet	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.
Add Wallet (button)	Opens the Add Wallet screen to add a new payment method.
Note	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.

Invoice Quick Pay

The following applies to the quick pay option, accessible on the customer portal login screen. This feature allows users without a login to make a payment on an invoice.

Setup Requirements

System Options

Pathway: [Setup](#) > [System](#) > [System Options](#)

In the Customer Portal tab of the System Options Setup screen, set the '**Enable Payment as Guest**' field to "Yes" to make the Invoice Quick Pay option available on the portal's login screen.

SYSTEM OPTIONS SETUP						
System	Sales	Integration	Account	Operations	Customer Portal	Broker
CUSTOMER PORTAL URL						LOGIN MESSAGE(HTML)
DISPLAY SERVICE HISTORY	Yes					LOGIN TERMS(HTML)
DISPLAY AR HISTORY	Yes					MAKE A PAYMENT TERMS
DISPLAY AGING BUCKETS	Yes					LOGIN LOGO
DISPLAY LOGIN TERMS	Yes					LOGIN LOGO URL
DISPLAY CURRENT SERVICES	Yes					GRAPHICS STYLE (CSS)
DISPLAY SERVICE QUANTITY	Yes					GRAPHICS STYLE URL
ENABLE PAYMENT AS GUEST	Yes					
ENABLE AUTO PAY MAX AMOUNT	Yes					
DISPLAY THIRD PARTY INVOICES	No					

Pay with Quick Pay

On the Customer Portal login screen, customers can select the 'Invoice Quick Pay' link and enter the invoice number and quick pay code from their invoice statement when prompted. This will open a payment editor where they can submit payments using a credit card or bank account.

Login to Manage your Account

Username


Password

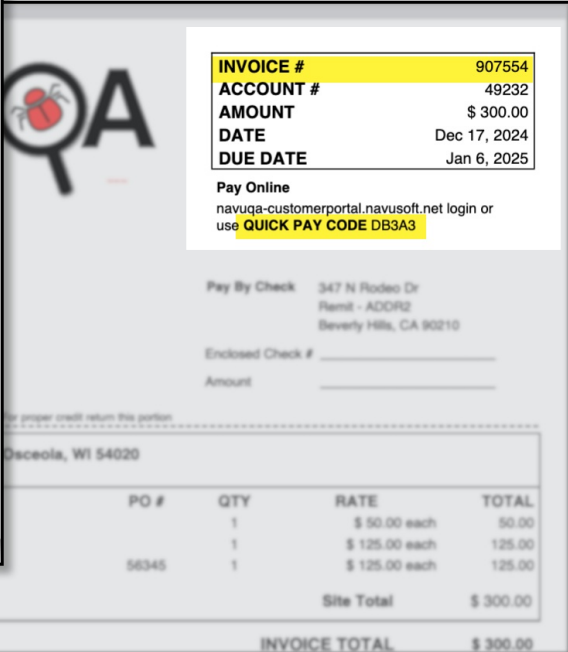
Show My Password

Login

[Forgot or Reset Password](#)

[Testing login terms](#)

 [Invoice Quick Pay](#)



PO #	QTY	RATE	TOTAL
	1	\$ 50.00 each	50.00
	1	\$ 125.00 each	125.00
56345	1	\$ 125.00 each	125.00
Site Total			\$ 300.00
INVOICE TOTAL			\$ 300.00

Related Articles

[Manage Autopay](#)

[Invoice History](#)

[Wallet](#)
