

Customer Portal - Make A Payment

Last Modified on 06/24/2026 2:06 pm 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
 *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

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](#)

INVOICE # 907554

ACCOUNT # 49232

AMOUNT \$ 300.00

DATE Dec 17, 2024

DUE DATE Jan 6, 2025

Pay Online
 navuqa-customerportal.navusoft.net login or
 use **QUICK PAY CODE DB3A3**

Pay By Check 347 N Rodeo Dr
 Remit - ADDR2
 Beverly Hills, CA 90210

Enclosed Check # _____
 Amount _____

Osceola, WI 54020

| 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](#)
