

ARC User Guide: Paying Invoices

You can pay a single invoice or multiple invoices with one payment.

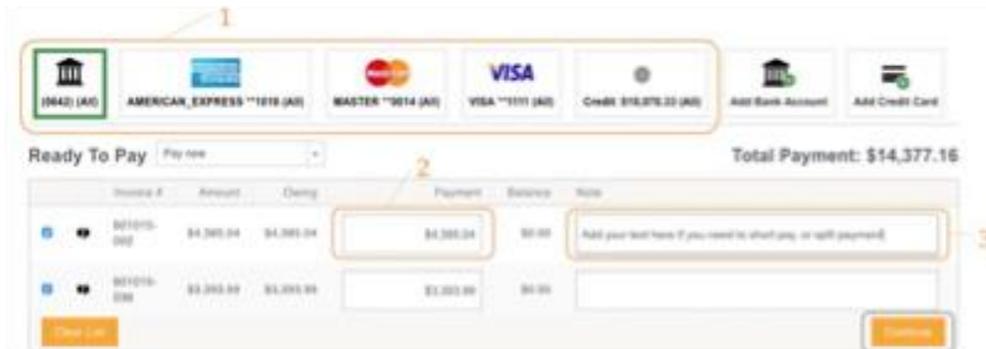
Step one: to pay a single invoice, click on the invoice to view it. Click the 'Pay Now' button located in the top, right-hand corner of the page.



Step two: to pay multiple invoices in one transaction, flag the checkboxes beside the invoices you wish to pay, then click the 'Pay' button.



Step three: you will be taken to the check-out page.



1. **Choosing a payment method:** you can choose the bank account or credit card you wish to pay with by selecting from the menu, or you can add a new funding source.
2. **Short payment:** if for any reason you choose to split a payment or make a partial payment, you can change the amount in the text box provided.
3. **Note:** in the event you decide to split a payment or make a partial payment, you will be prompted to enter a note providing the reason for the short-payment. You are only able to continue when a reason for the partial payment has been provided.

Step four: when you are ready to pay, click 'Continue' in the bottom, right-hand corner and you will be directed to the payment confirmation page.

The confirmation page shows the total charge and the payment source that will be used to make the payment should you proceed. To complete the payment, click 'Complete Payment' in the bottom, right-hand corner.



After the payment is complete, you will be redirected to the main page. A confirmation banner will appear showing the amount and the payment reference assigned to the transaction.

