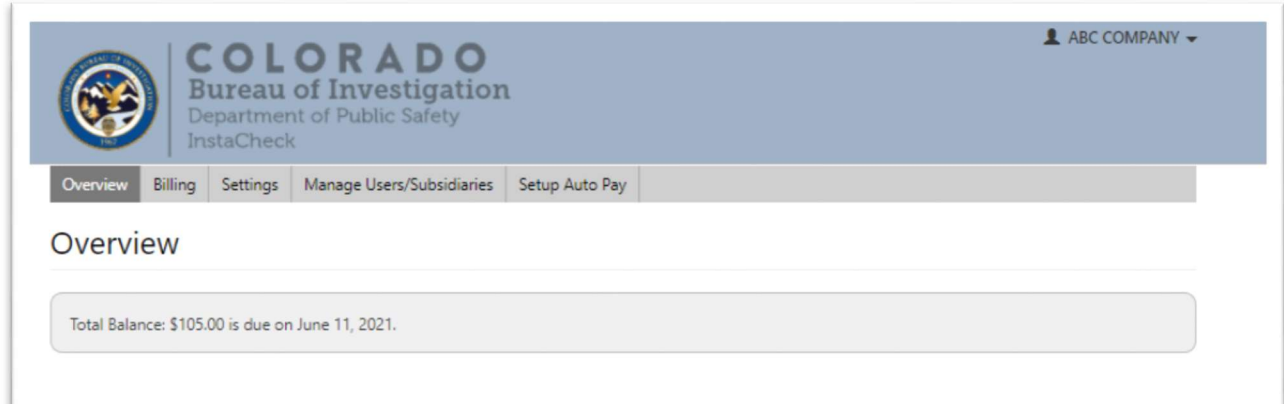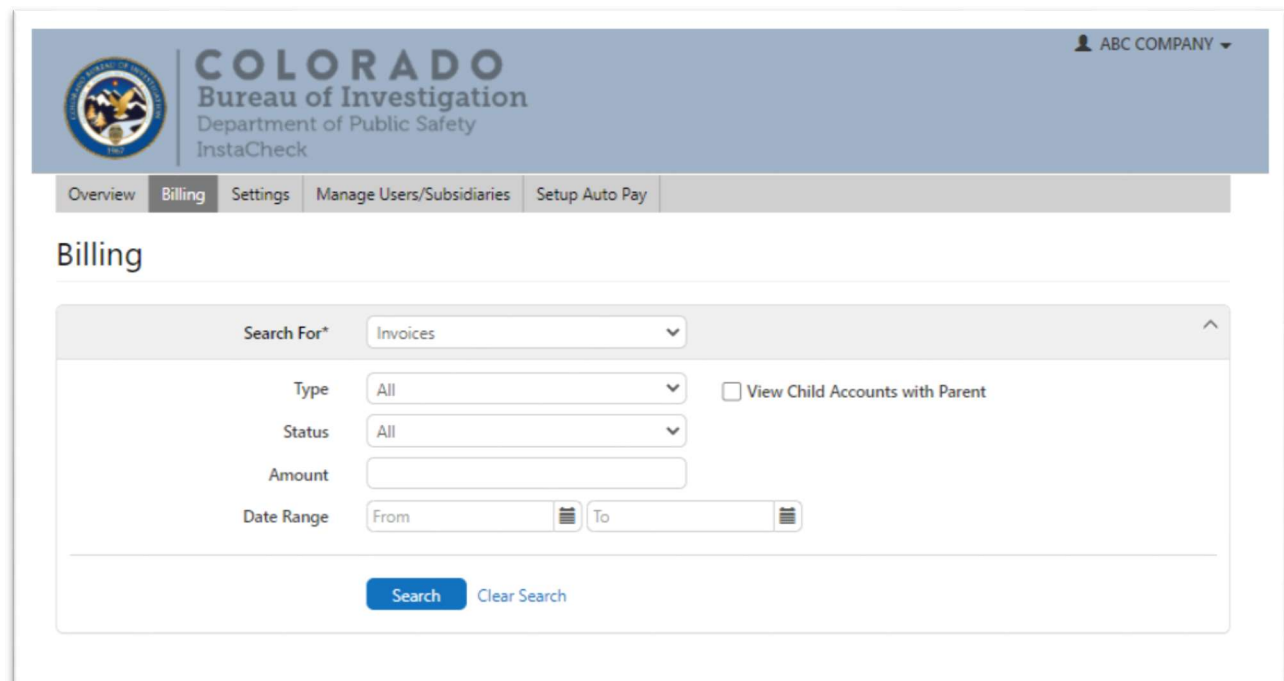## CBI SIMPLEPAY – CUSTOMER USER GUIDE: PAYING AN INVOICE

Step 1: After logging in to the system the overview screen will display your total account balance and due date.

Step 2: Open the Billing tab

Step 3: In the Search for field choose Invoices.

Step 4: Under the Status field, choose Open

Step 5: After clicking on Search, the results will be displayed

Step 6: Select the checkbox next to the invoice(s) you would like to pay and click on Add to Cart

Step 7: Review the invoice(s) for accuracy

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Client: ABC COMPANY, ABC COMPANY, ABC COMPANY

A breakdown of your fees is shown below ❓

Please complete your invoice details and make your payment.
You will receive confirmation and a receipt of payment by email after the payment has been submitted.
If you wish to go back and edit any details, click on the Cancel button below and return to the fee details section without making a payment.
A reference of your choice can be entered to help you identify this payment when you receive your invoice. Reference is optional.

Fee Details Hide 3 invoices

	Number	Name	Description	Total
⌄	99999	ABC COMPANY	Invoice IC00009889	$21.00
⌄	99999	ABC COMPANY	Invoice IC00009890	$31.50
⌃	99999	ABC COMPANY	Invoice IC00009891	$52.50

Number	Name	Description	Qty	Unit Fee	Total
99999	ABC COMPANY	Background Check	1	$10.50	$10.50
99999	ABC COMPANY	Background Check	1	$10.50	$10.50
99999	ABC COMPANY	Background Check	1	$10.50	$10.50
99999	ABC COMPANY	Background Check	1	$10.50	$10.50
99999	ABC COMPANY	Background Check	1	$10.50	$10.50
				Total	$52.50

	Total	$105.00

Step 8: Select Process payment at the bottom of the screen to enter your credit card information. Select the checkbox next to Retain Card for Future Payment and the credit card information will be stored for future use. Credit card information is encrypted in accordance with Payment Card Industry (PCI) standards. The State of Colorado can only view the last four digit for verification purposes.

	Total	$52.50
	Total	$105.00

Choose Payment Option

Payment Option   **Credit or Debit Card**

☐ Retain Card for Future Payment

Your Reference [   ]

[Process Payment] [Cancel]
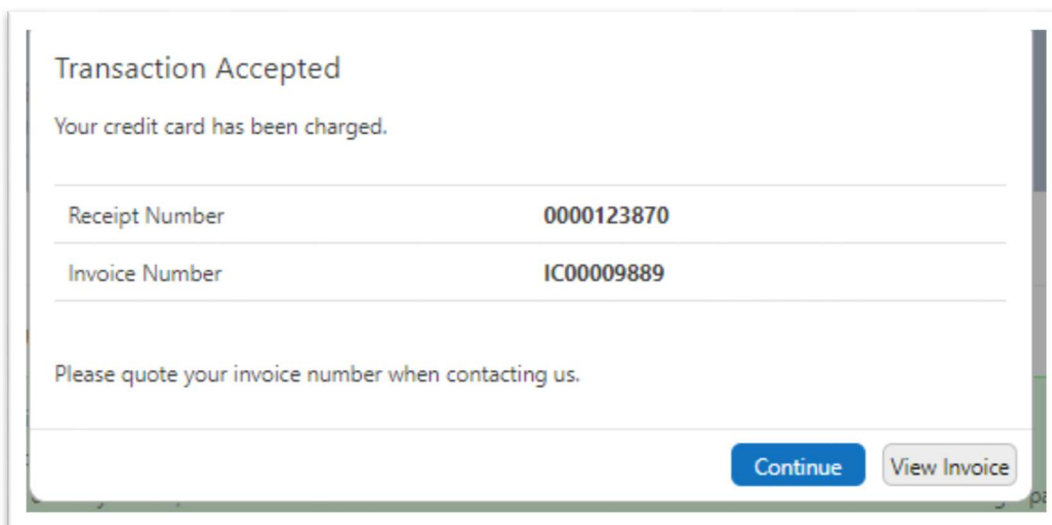
Step 9: Enter your credit card information and click Pay

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Card Number *

Exp. Date *   Card Code

Pay   Cancel

Step 10: Receive a Transaction Accepted notification along with an emailed receipt.

Transaction Accepted

Your credit card has been charged.

Receipt Number	0000123870
Invoice Number	IC00009889

Please quote your invoice number when contacting us.

Continue   View Invoice