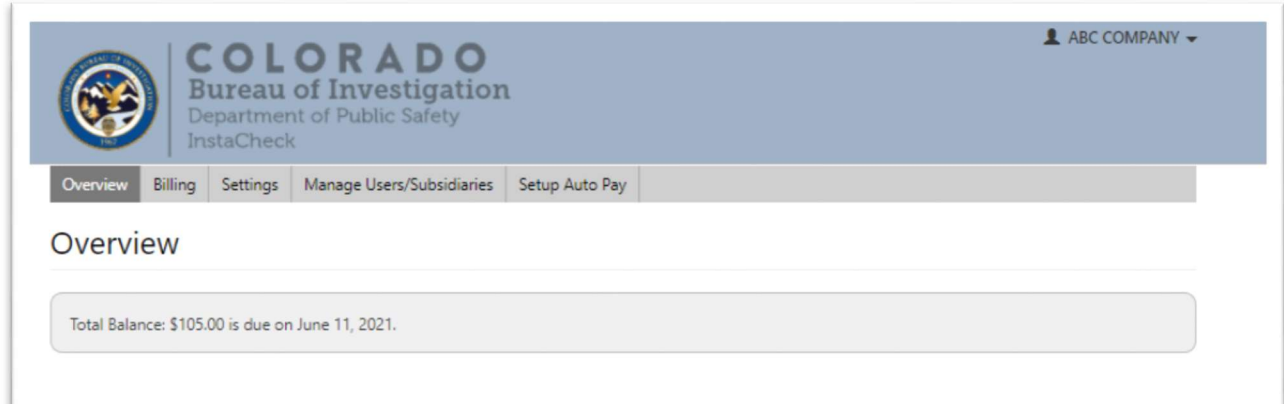


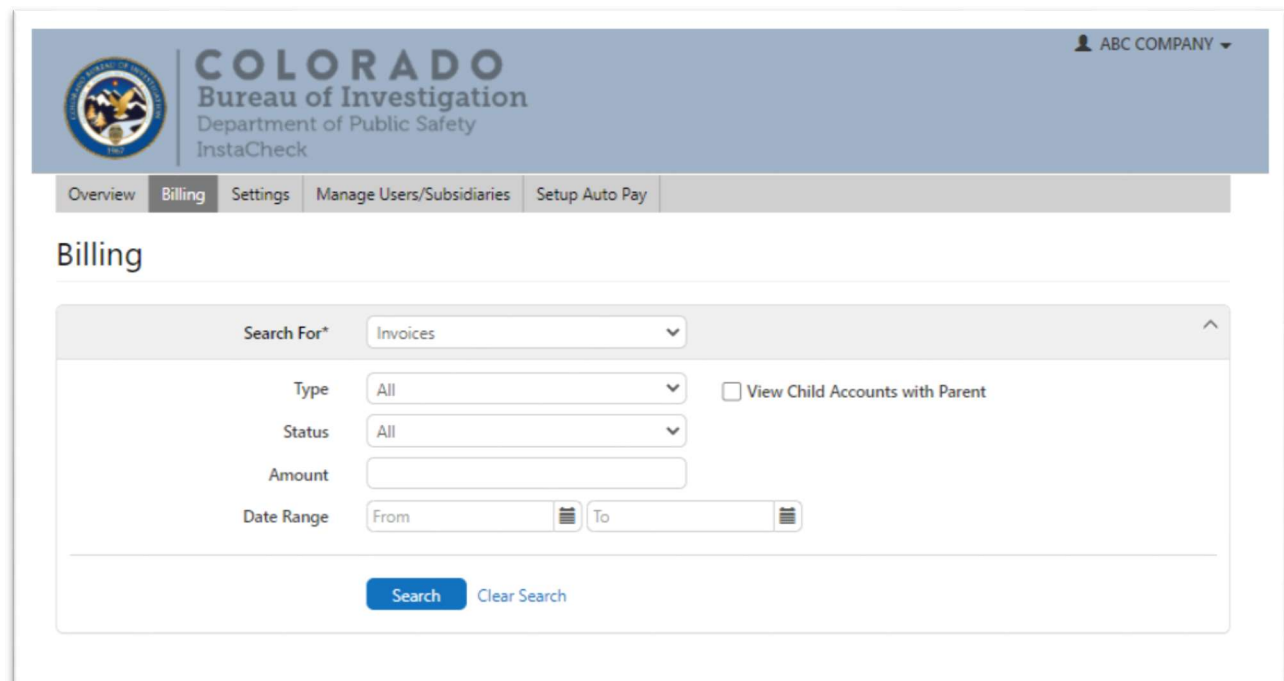
CBI SIMPLEPAY – CUSTOMER USER GUIDE: PAYING AN INVOICE

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



The screenshot shows the 'Overview' page of the InstaCheck system. At the top, there is a header with the Colorado Bureau of Investigation logo and the text 'COLORADO Bureau of Investigation Department of Public Safety InstaCheck'. A user profile icon labeled 'ABC COMPANY' is in the top right. Below the header is a navigation menu with tabs for 'Overview', 'Billing', 'Settings', 'Manage Users/Subsidiaries', and 'Setup Auto Pay'. The 'Overview' tab is selected. The main content area displays 'Overview' and a summary box stating 'Total Balance: \$105.00 is due on June 11, 2021.'

Step 2: Open the Billing tab



The screenshot shows the 'Billing' page of the InstaCheck system. The header and navigation menu are the same as in the previous screenshot, but the 'Billing' tab is selected. The main content area displays 'Billing' and a search interface. The search interface includes a 'Search For*' dropdown menu set to 'Invoices', a 'Type' dropdown set to 'All', a 'Status' dropdown set to 'All', an 'Amount' input field, and a 'Date Range' section with 'From' and 'To' date pickers. There is also a checkbox for 'View Child Accounts with Parent'. At the bottom of the search interface are 'Search' and 'Clear Search' buttons.

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



Billing

Search For*

Type View Child Accounts with Parent

Status

Amount

Date Range From To

3 items.

[Extract All to File](#)

<input type="checkbox"/>	↓ Date	Type	Number	Agency	Customer Reference	Amount	Open Amount	Status	
<input type="checkbox"/>	05/12/2021	Invoice	IC00009891	99999 ABC COMPANY		\$52.50	\$52.50	<input type="text" value="Open"/>	<input type="button" value="Pay"/> ▼
<input type="checkbox"/>	05/12/2021	Invoice	IC00009890	99999 ABC COMPANY		\$31.50	\$31.50	<input type="text" value="Open"/>	<input type="button" value="Pay"/> ▼
<input type="checkbox"/>	05/12/2021	Invoice	IC00009889	99999 ABC COMPANY		\$21.00	\$21.00	<input type="text" value="Open"/>	<input type="button" value="Pay"/> ▼

Total Open Amount: **\$105.00**

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



Billing

Search For* ^

Type View Child Accounts with Parent

Status

Amount

Date Range From To

3 items.

[Extract All to File](#)

<input checked="" type="checkbox"/>	↓ Date	Type	Number	Agency	Customer Reference	Amount	Open Amount	Status	
<input checked="" type="checkbox"/>	05/12/2021	Invoice	IC00009891	99999 ABC COMPANY		\$52.50	\$52.50	<input type="text" value="Open"/>	<input type="button" value="Pay"/> ▼
<input checked="" type="checkbox"/>	05/12/2021	Invoice	IC00009890	99999 ABC COMPANY		\$31.50	\$31.50	<input type="text" value="Open"/>	<input type="button" value="Pay"/> ▼
<input checked="" type="checkbox"/>	05/12/2021	Invoice	IC00009889	99999 ABC COMPANY		\$21.00	\$21.00	<input type="text" value="Open"/>	<input type="button" value="Pay"/> ▼

Total Open Amount: **\$105.00**

Step 7: Review the invoice(s) for accuracy



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
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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

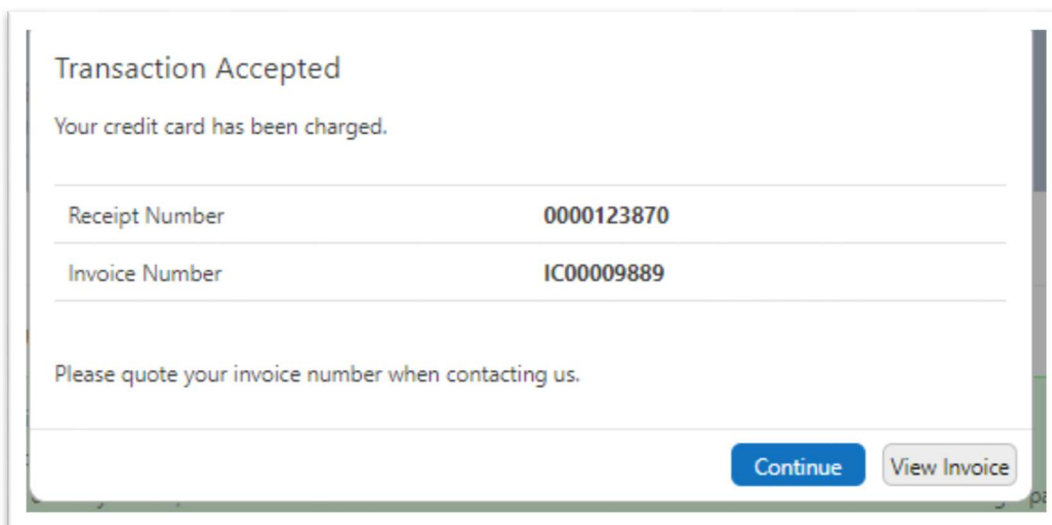
Your Reference

Step 9: Enter your credit card information and click Pay



The image shows a payment form for the Colorado Bureau of Investigation. At the top left is the bureau's logo, a circular seal with an eagle and the text 'COLORADO BUREAU OF INVESTIGATION' and '1967'. To the right of the logo, the text reads 'COLORADO Bureau of Investigation Department of Public Safety'. Below this, there are three input fields: 'Card Number *' with a card icon, 'Exp. Date *', and 'Card Code'. At the bottom, there are two buttons: a blue 'Pay' button and a white 'Cancel' button with a black border.

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



The image shows a 'Transaction Accepted' notification. The text reads 'Transaction Accepted' followed by 'Your credit card has been charged.' Below this, there is a table with two rows: 'Receipt Number' with the value '0000123870' and 'Invoice Number' with the value 'IC00009889'. At the bottom, there is a note: 'Please quote your invoice number when contacting us.' and two buttons: a blue 'Continue' button and a white 'View Invoice' button with a grey border.

Receipt Number	0000123870
Invoice Number	IC00009889