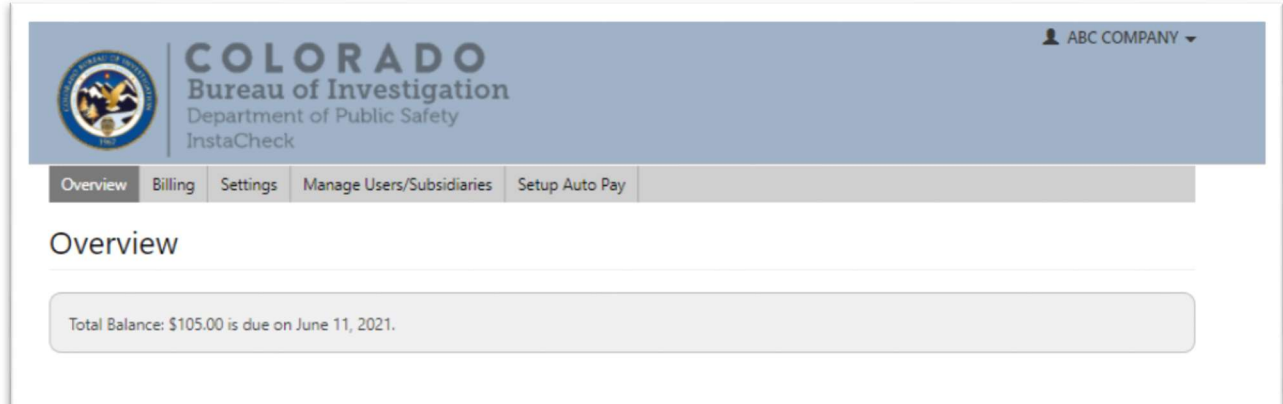


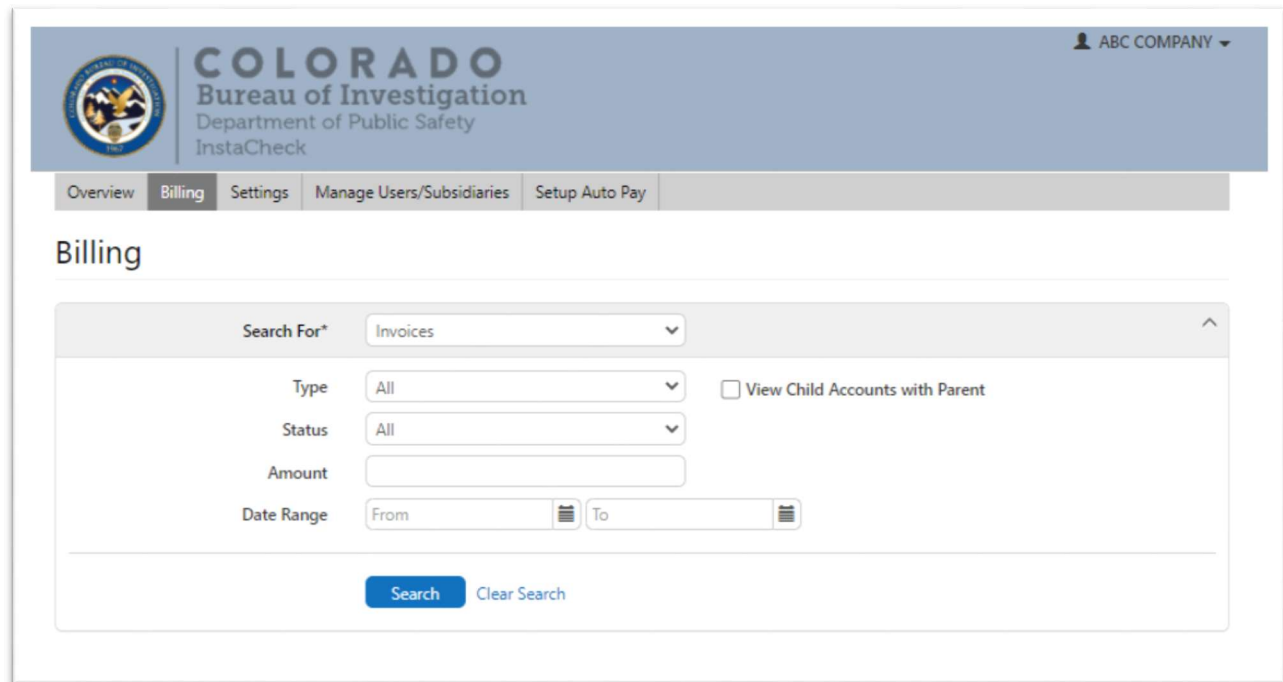
CBI SIMPLEPAY – CUSTOMER USER GUIDE: PAYING AN INVOICE

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 bar with tabs: 'Overview', 'Billing', 'Settings', 'Manage Users/Subsidiaries', and 'Setup Auto Pay'. The 'Overview' tab is selected. The main content area displays 'Overview' and a box containing the text: '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 bar are the same as in the previous screenshot, but the 'Billing' tab is now selected. The main content area displays 'Billing' and a search form. The search form includes the following fields and options:

- Search For***: A dropdown menu with 'Invoices' selected.
- Type**: A dropdown menu with 'All' selected.
- Status**: A dropdown menu with 'All' selected.
- Amount**: An empty text input field.
- Date Range**: Two date pickers labeled 'From' and 'To'.
- View Child Accounts with Parent**: A checkbox that is currently unchecked.

At the bottom of the search form are two buttons: 'Search' (in blue) and 'Clear Search'.

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

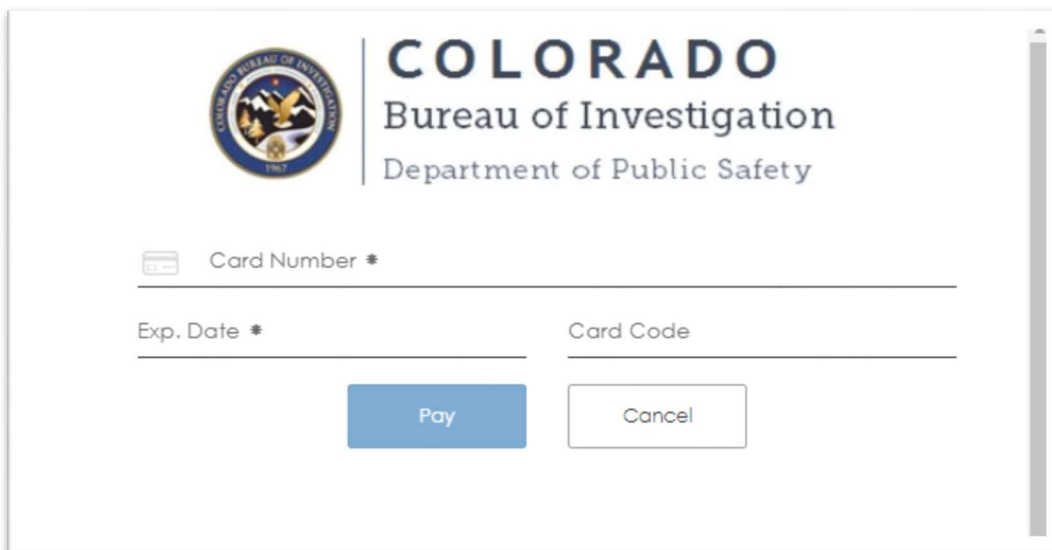
Number	Name	Description	Qty	Unit Fee	Total
99999	ABC COMPANY	Background Check	1	\$10.50	\$10.50
99999	ABC COMPANY	Background Check	1	\$10.50	\$10.50
99999	ABC COMPANY	Background Check	1	\$10.50	\$10.50
99999	ABC COMPANY	Background Check	1	\$10.50	\$10.50
99999	ABC COMPANY	Background Check	1	\$10.50	\$10.50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

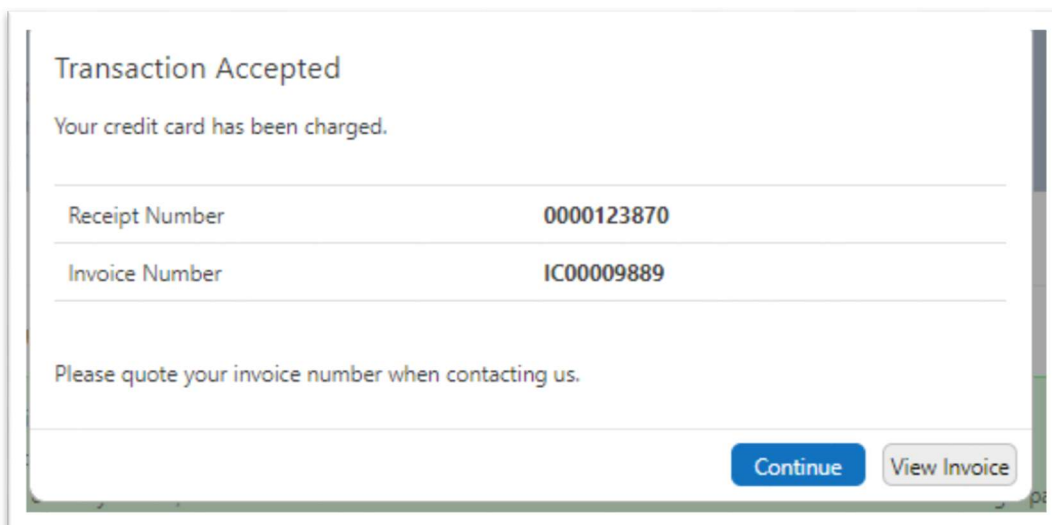
		Total \$52.50
		Total \$105.00
Choose Payment Option		
Payment Option	Credit or Debit Card	
	<input type="checkbox"/> Retain Card for Future Payment	
Your Reference	<input type="text"/>	
Process Payment <input type="button" value="Cancel"/>		

Step 9: Enter your credit card information and click Pay



The image shows a payment form for the Colorado Bureau of Investigation, Department of Public Safety. 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 screen. The title is 'Transaction Accepted' in bold. Below it, the text reads 'Your credit card has been charged.' There are two rows of information: 'Receipt Number 0000123870' and 'Invoice Number IC00009889'. Below this, the text says 'Please quote your invoice number when contacting us.' At the bottom right, there are two buttons: a blue 'Continue' button and a white 'View Invoice' button with a grey border.