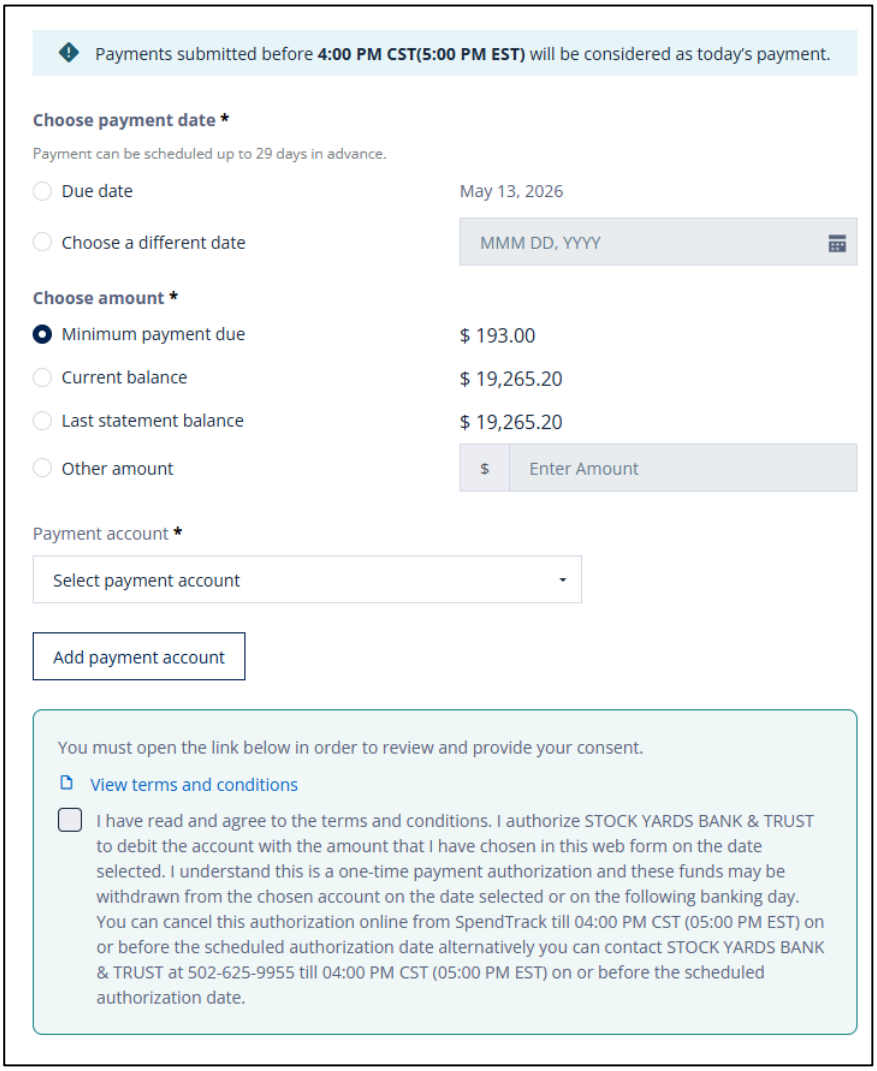
Cardholder Payments

To access cardholders' payments, from the Homepage select **Make a Payment** located under Payment Information.

Make a One-Time Payment

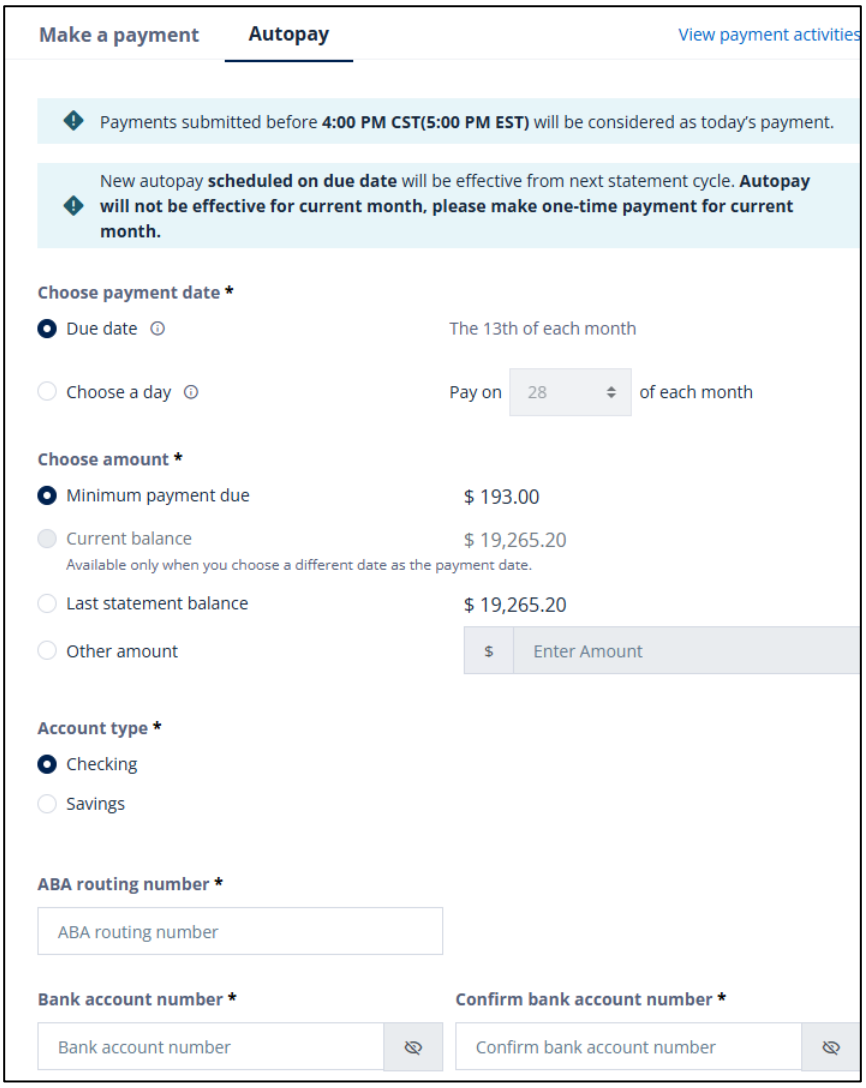
1. Select **Make a Payment.**
2. Choose a payment date.
3. Choose an amount.
4. Select a payment account from the dropdown.
   - Add a payment amount before making a payment.
5. Select **View Terms and Conditions.**
6. Select the **checkbox** for the payment disclosure.
7. Select **Pay.**



Note: The one-time payment for "Other amount" cannot exceed the current balance of the account.

Set Up Autopay

1. Select **Autopay.**
2. Choose a payment date.
3. Choose an amount.
4. Choose an account type (checking or savings).
5. Enter the bank routing and account number.
6. Select **View Terms and Conditions.**
7. Select the **checkbox** for the payment disclosure.
8. Select **Pay.**



View Payment History

To view the payment history for an account, from the Homepage select **Billing account** → **View Payment History** (located under Payment information).

From this screen, account type payments can be viewed. This includes Control account, Sub-Account (for corporate billing), or Individual Pay (for individual billing) account:

- **Pending payments** displays the scheduled payments on the account.
- **Past payments** displays posted payments on the account.

Note: Scheduled payments can be edited or cancelled until 5:00 PM EST (4:00 PM CST) on the payment date. Processed payments might appear in Pending Payments until midnight of the payment date.

Add or Manage Payment Accounts

To add or manage a payment account, from the Homepage select **Bill account** → **View Payment Activities** → **Payment Accounts**. You will be able to edit or remove payment accounts from this screen.

To add a payment account:

- Select **Add Payment Account.**
- Select the account type.
- Enter the bank routing and account number.
- Enter the Name on the account.
- Add a Nickname for the account.
- Select **Add Payment Account.**

