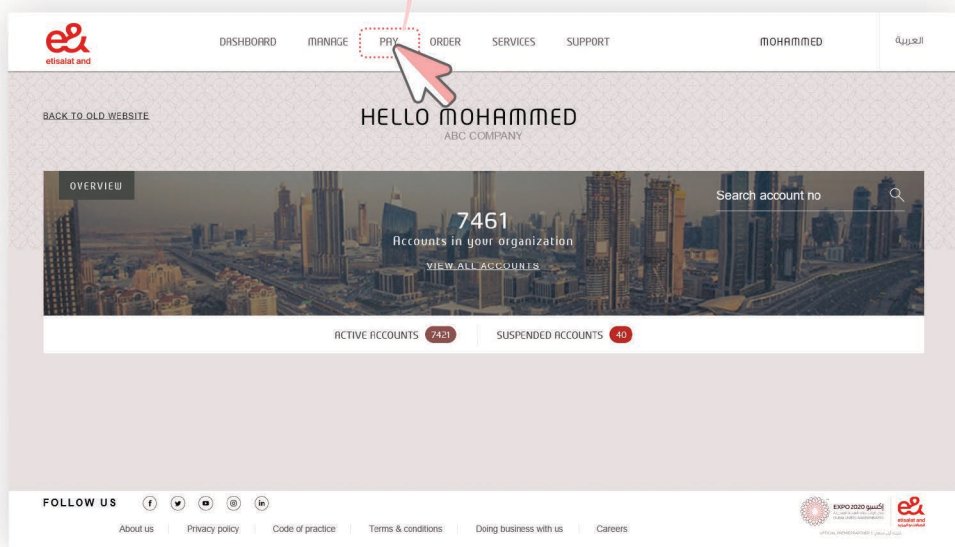


Guide to paying your Total Billed Amount

PAY

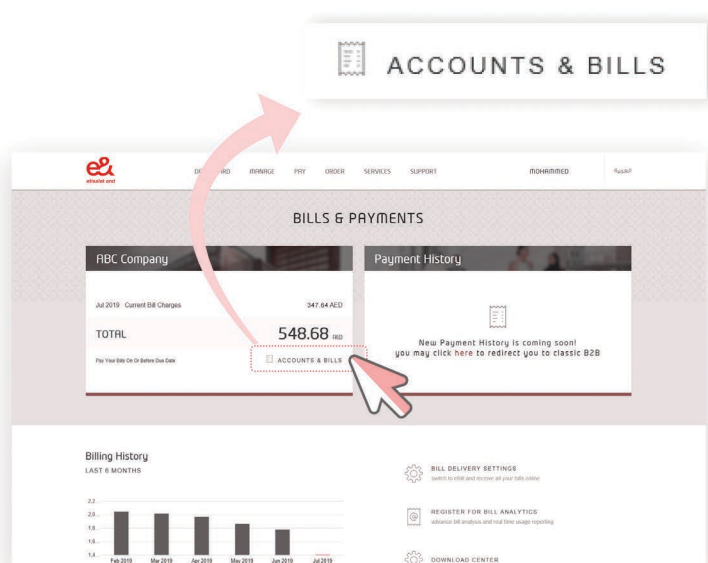


Step 1:

Log in and select '**PAY**' from the main menu

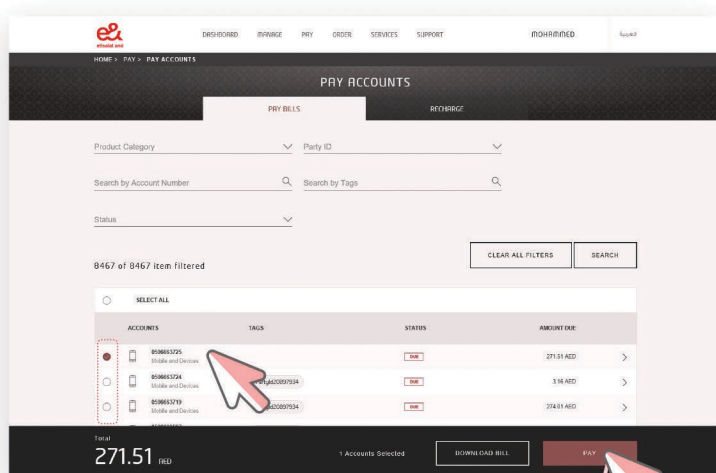
Step 2:

Select '**ACCOUNTS & BILLS**' from the company box



Step 3:

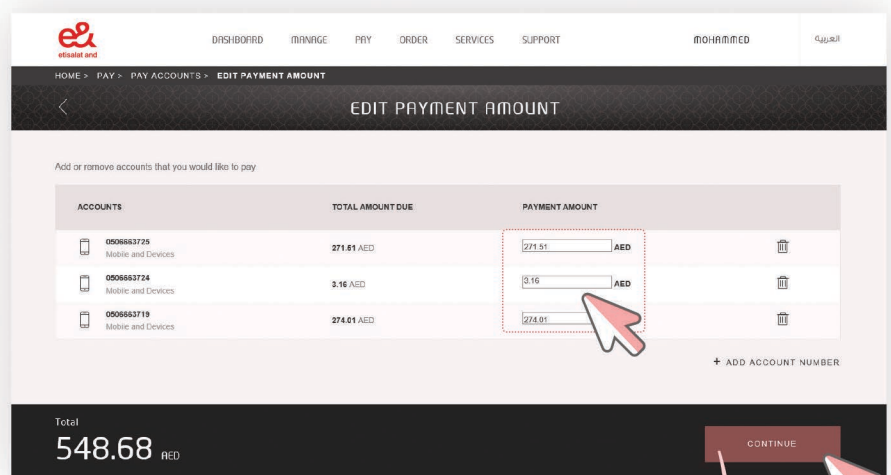
Choose '**ACCOUNTS**' and select '**PAY**'



PAY

Step 4:

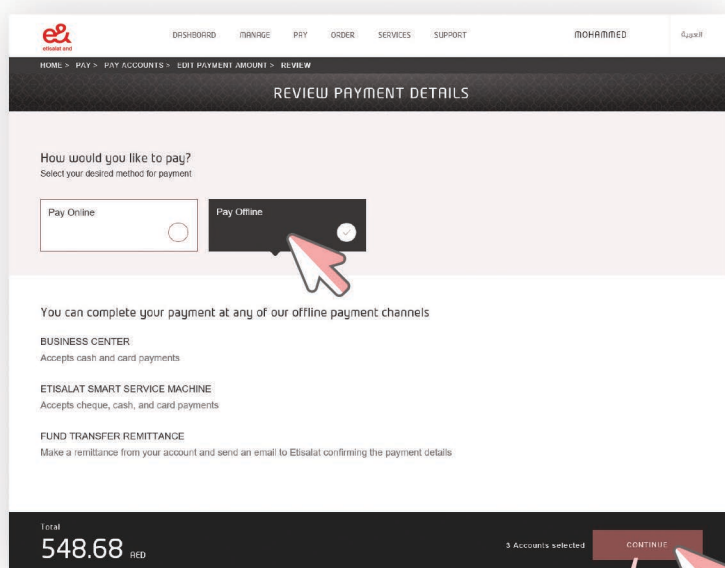
Edit '**PAYMENT AMOUNT**' and select '**CONTINUE**'



CONTINUE

Step 5:

Select a '**PAYMENT TYPE**' and select '**CONTINUE**'



CONTINUE

Step 6:

Make a payment against the '**REFERENCE NUMBER**'

