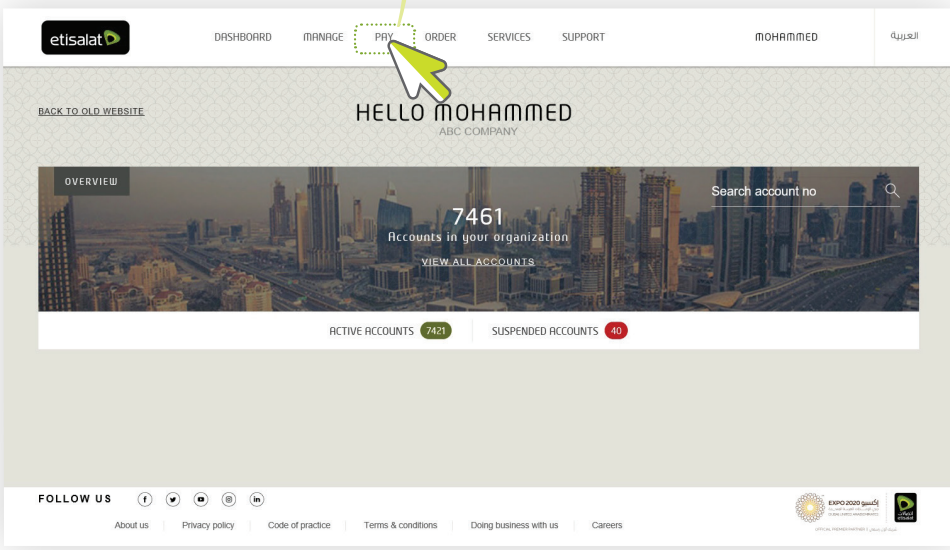


Guide to paying your Total Billed Amount

PAY

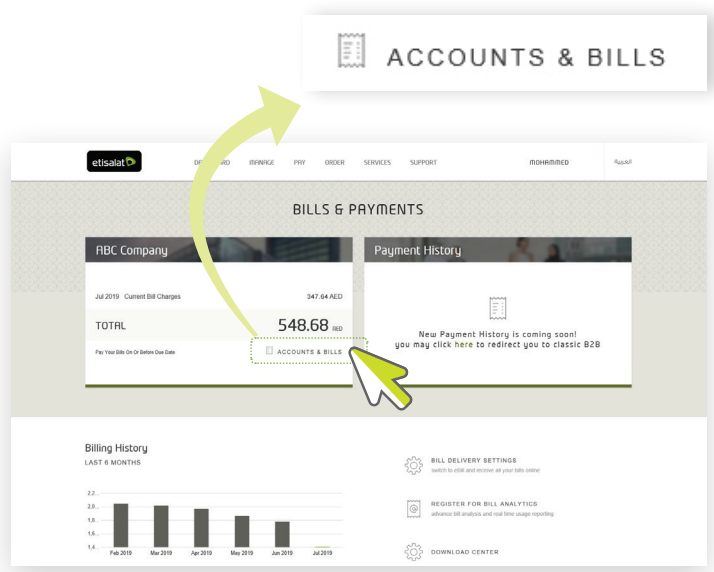


Step 1:

Log in and select 'PAY' from the main menu

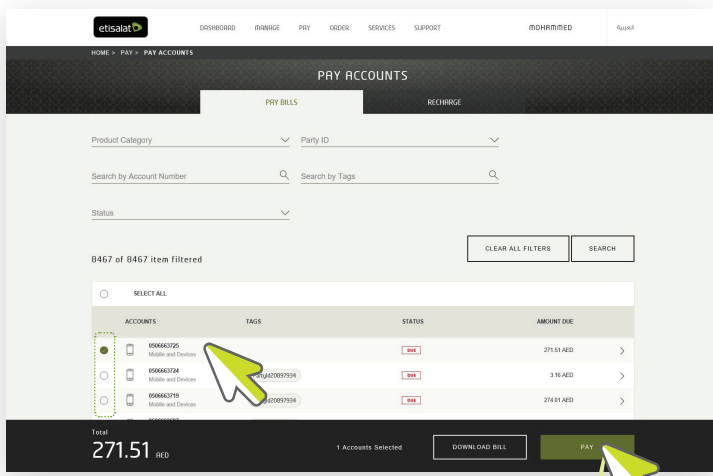
Step 2:

Select 'ACCOUNTS & BILLS' from the company box



Step 3:

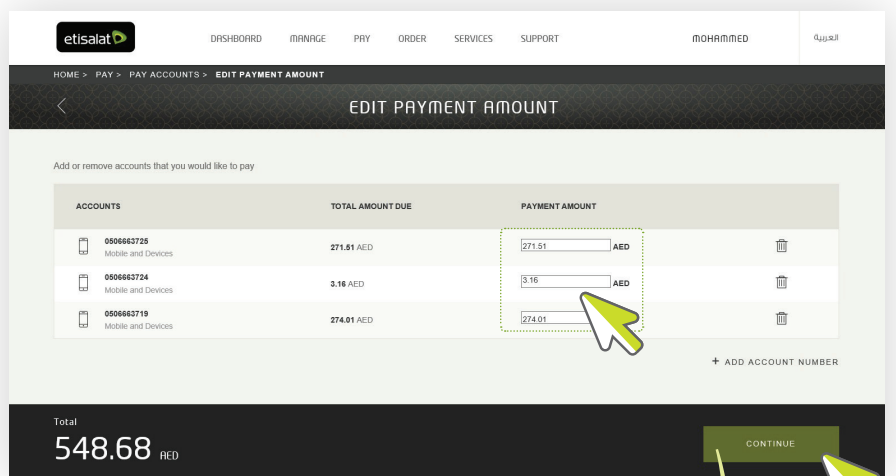
Choose 'ACCOUNTS' and select 'PAY'



PAY

Step 4:

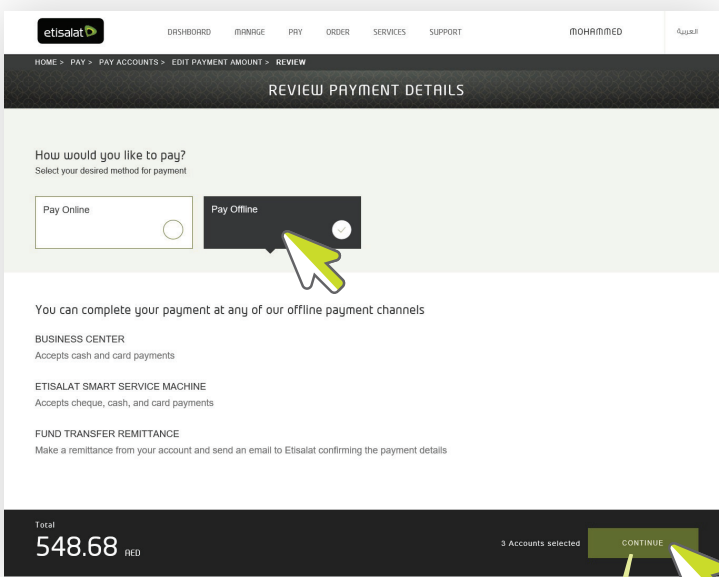
Edit 'PAYMENT AMOUNT' and select 'CONTINUE'



CONTINUE

Step 5:

Select a 'PAYMENT TYPE' and select 'CONTINUE'



CONTINUE

Step 6:

Make a payment against the 'REFERENCE NUMBER'

