## From the link provided in the invoice:

To pay your invoice online and view your account history, log in below:

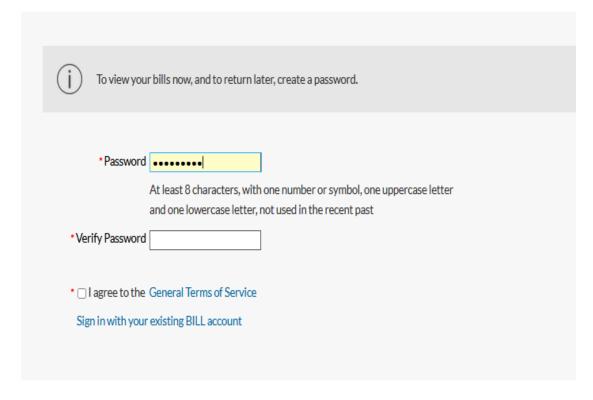
Pay Invoice Electronically

Please remit payment at your earliest convenience.



Welcome to our Payments Portal

## Create a Free Account Now



Invoices should be paid in full, however, you can make partial payments in Bill.com. To make a partial payment, access the payment screen and type the *partial* payment amount in the payment amount box (overwriting the prepopulated total amount due). After the transaction is processed, the bill will be updated to show the amount paid and the remaining balance.

- 1) Click the invoice number to open the invoice
- 2) Click Edit on the top right
- 3) Click in the Price field to enter a partial payment amount

