

# How to Pay an Invoice

Open Invoices display a notification banner on the Home Page

The image shows a notification banner at the top with the text: "Invoicing Alert - You have an Open Invoice. Click **HERE** to view." Below the banner is the "Association Calendar" for November 2023. The calendar grid shows days of the week (Su to Sa) and dates. The 1st is highlighted in yellow, and the 2nd, 8th, 9th, 14th, 16th, 23rd, and 30th are highlighted in blue. Below the calendar are three colored boxes: "Today" (yellow), "Events" (blue), and "Tasks/Appts" (green). At the bottom are three buttons: "Full View", "Add Event", and "Register for Assoc. Event".

Click link "Here" to see open invoices

To view the invoice – click on the invoice number

To pay the invoice – click "Pay Here"

The image shows a screenshot of a web application interface. At the top, there is a navigation bar with links: Home, User Profile, Invoice/Poll, Roster, News & Events, Resources, and Multi Task. Below this is a red banner with "Home / Reports". The main content area is titled "Streamline Demo" and contains a "Performance Reports" section with two dropdown menus for "Member" and "Firm". Below this is the "Invoices" section, which includes a "Polling" tab, "Results per Page" (set to 25), "Paid/Unpaid" (set to Unpaid), "Refresh Page", "Manage Payment Profiles", and a "Customer Search" input field. At the bottom, there is a table with the following columns: "QB Invoice #", "Paid", "Name", "Invoice Date", "Due Date", "Invoice Amount", "Credit Applied", and "Amount Due". The first row of the table has the following values: "32311", "Pay Here", a redacted name, "6/14/2023", "7/1/2023", "\$165.00", and "\$165.00".

Select the credit card type

Payment Comment – optional

Click continue

PRINT

Credit Card Payment E-Check Payment Payment History Request Refund

Association Name OD Board of REALTORS

Logged in Member [REDACTED]

Member NRDS Status (A)

Invoice Number 12931

QB Invoice Number 12931

Total Amount You will be Charged \$165.00

Select type of Payment  American Express  Discover  Master Card  Visa

Payment Comment

Additional Email Address For Payment Receipt wrogers@navicamls.net

Continue

Enter Credit Card information or select to use payment profile – submit payment

Email Confirmation will be emailed to the email address set up in NAVICAAMS.

Association Name [REDACTED]

Logged in Member [REDACTED]

Amount to be paid \$165.00

Payment Type American Express

Credit Card Number

Card Expiration Date 01 / 23

Name on Credit Card

Billing Address 1

Billing Address 2

Billing City

Billing State Alabama

Billing Zip Code

Email Address

Optional Second Email Address wrogers@navicamls.net

This information will not be stored within Navica

Submit Payment

*If you have questions – please contact your local Board office or NAVICA Tech Support at 800-367-8756.*