

How to Make your Payment Online

On the NetSuite customer home page, select the “**Make a Payment**” link under the heading **Billing** in the **Customer Center - Home Links** section; see figure 1 below.

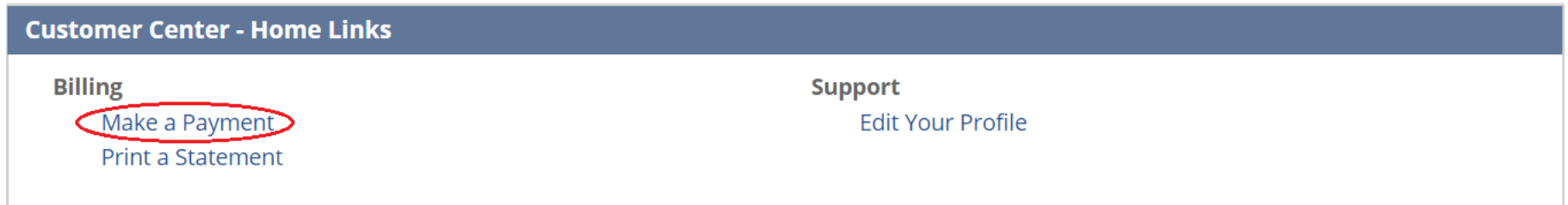


Figure 1

On the Payment page, in section “**Enter Payment Amount or Select Invoices to Pay**”, see figure 2 below, you can either enter a Payment Amount in the **Payment Amount** box or you can select the invoices to pay.

When entering a payment amount, you have the option of applying the payment towards some or all outstanding invoices. If you check the **Auto Apply** box, the amount entered will be applied to the oldest invoice first. Remaining balances will be applied to the next oldest invoice.

If you enter a Reference Number in the **Select Item** box, it will select the invoice corresponding to the reference number. You can also select invoice records manually by checking the **Apply** button next to the invoice you wish to pay or click on the **Pay All** button to select all invoices. The amount due is defaulted as the payment for all invoices selected, but you have the option of changing the value in the payment field.

1. Enter Payment Amount or Select Invoices to Pay

* PAYMENT AMOUNT AUTO APPLY

Invoices 0.00

SELECT ITEM

APPLY	DATE ▲	SUBCUSTOMER	TYPE	REF. NO.	ORIG. AMT.	AMT. DUE	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
<input type="checkbox"/>	6/30/2017		Invoice	873	387.00	387.00				<input type="text"/>

Figure 2

Once invoices or payment amounts have been entered or selected, the amount being paid will appear in the Summary section on the top right of your screen; see figure 3 below. Once you are done applying payments, you need to go to the next section to enter your credit card information.

Summary	
TO APPLY	
APPLIED	0.00
<hr/>	
UNAPPLIED	

Figure 3

If you have any Credits or Deposits, they will appear in the **Credits** and **Deposits** sections. Check the **Apply** box next to any credits / deposits you want to apply to your balance. See figure 4 below.

Credits 0.00

SELECT ITEM

APPLY	DATE ▲	TYPE	REF NO.	ORIG. AMT.	AMOUNT REMAINING	CREDIT
No records to show.						

Deposits 0.00

SELECT ITEM

APPLY	DATE ▲	REF NO.	ORIG. AMT.	AMOUNT REMAINING	PAYMENT
No records to show.					

Figure 4

The first time you make a payment, you will need to enter your credit card information. Select the card type, enter the credit card number, and enter the expiration date. See figure 5 below. On the right of the screen, enter the exact name on the card including any middle initial and verify the billing street address and zip code.

Under the zip code are two boxes that are selected by default. The **Save this Card** box saves the credit card information in the NetSuite system and the **Make Default** box sets the credit card just entered as the default credit card when paying future payments. You can deselect one or both of these boxes if desired. If you save the credit card information, you will not need to enter the information again when making payments in the future. If you make a credit card the default card, that credit card information will be displayed the next time you select the **Make a Payment** link. If you enter more than one credit card when making payments during the year, you will have the option of choosing between the credit cards entered when making the online payments. The default card will be displayed automatically, but you can use the drop-down for **Cards on File** to select a different saved credit card to use for the current payment or select **New Card** to use a new card.

2. Enter Credit Card Information

CARDS ON FILE	-- New Card --	NAME ON CARD	
* PAYMENT METHOD		CARD STREET	1336 Spring Garden Street
CREDIT CARD #		CARD ZIP CODE	19123
EXPIRES (MM/YYYY)		SAVE THIS CARD	<input checked="" type="checkbox"/> MAKE DEFAULT <input checked="" type="checkbox"/>

[Submit](#) [Submit & Print](#) [Reset](#) [Submit & Email](#) [Go To Register](#)

Figure 5

When you are done entering the credit card information and verifying the name and address listed on the credit card, submit the payment using the buttons on the bottom left of the screen. The options when submitting a payment include: Submit, Submit & Print, Reset, Submit & Email, and Go To Register.

The **Submit** button will open a window asking you to confirm your payment amount to be applied to the credit card provided in section 2. Once the payment amount is confirmed, a confirmation number is displayed on the screen. The current date is used as the posting date of the submitted payments.

The **Submit & Email** button will provide you with an emailed receipt of your payment. It does take a long time to receive the email, so please be patient.

The **Reset** button will remove all entered information so you can start over from scratch.

You can ignore the **Go To Register** button. It is not supported.

To return to your home page, click on the House button  on the top left of your screen.