

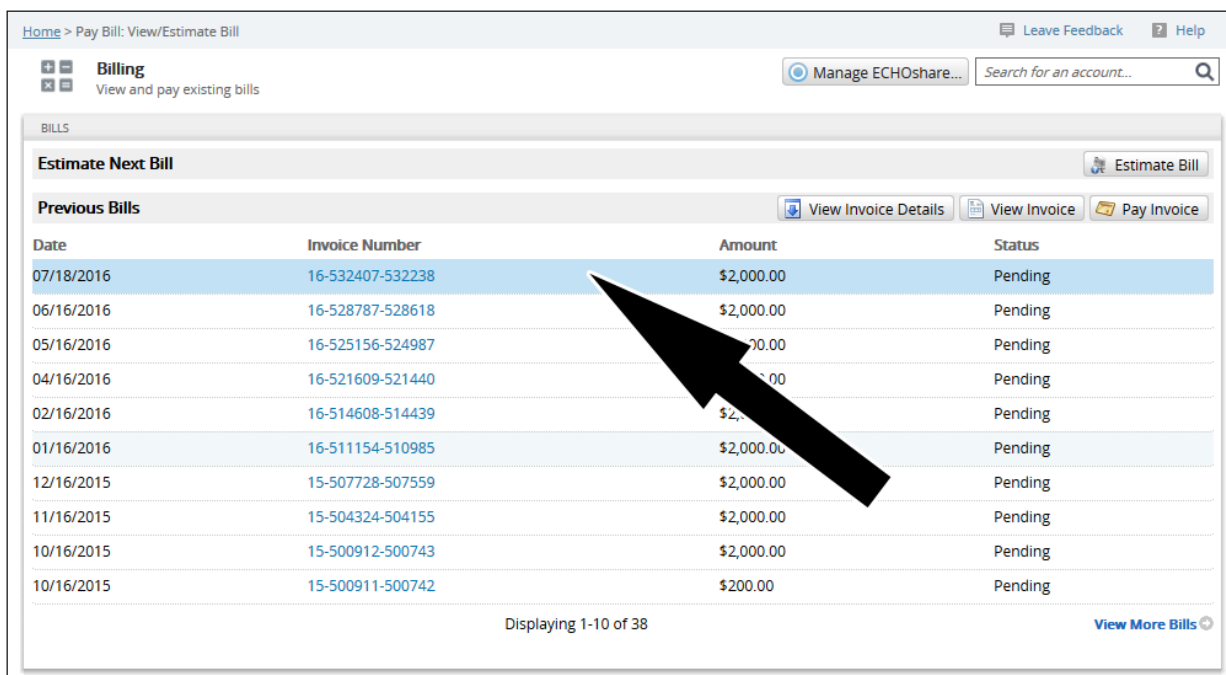
## Paying Your Bill Online

<https://campus.barracuda.com/doc/93196917/>

All partners have the ability to pay their bills from within the management portal. The directions for doing so are as follows...

### Directions

1. Log into the [management portal](#), go to the **Pay Bill** tab and select **View/Estimate Bill**.
2. Choose an invoice to pay by clicking in the white-space on that invoice's row. Then, hit **Pay Invoice**.



Home > Pay Bill: View/Estimate Bill

Leave Feedback Help

Manage ECHShare... Search for an account...

**Billing**  
View and pay existing bills

**Estimate Next Bill** Estimate Bill

**Previous Bills** View Invoice Details View Invoice Pay Invoice

Date	Invoice Number	Amount	Status
07/18/2016	16-532407-532238	\$2,000.00	Pending
06/16/2016	16-528787-528618	\$2,000.00	Pending
05/16/2016	16-525156-524987	\$2,000.00	Pending
04/16/2016	16-521609-521440	\$2,000.00	Pending
02/16/2016	16-514608-514439	\$2,000.00	Pending
01/16/2016	16-511154-510985	\$2,000.00	Pending
12/16/2015	15-507728-507559	\$2,000.00	Pending
11/16/2015	15-504324-504155	\$2,000.00	Pending
10/16/2015	15-500912-500743	\$2,000.00	Pending
10/16/2015	15-500911-500742	\$200.00	Pending

Displaying 1-10 of 38

View More Bills

3. In the window which appears, fill out the credit card information required; if you have stored payment information, it should auto-fill these fields.

**Make Payment**

Invoice Amount: **\$2,000.00** Invoice Date: **07/18/2016**

☒ Use previously stored credit card information

**Name as it appears on card \***  
SC Demonstration

**Credit Card Billing Address \***  
100 Apollo Drive

**Address 2**  
Suite 205

**Address 3**

**Address 4**

**Card Number \***  
XXXX-XXXX-XXXX-5555

**Expiration Date \*** 4 2017 **CW \***

**Town/City \*** Chelmsford **State/Province/Prefecture** MA

**Postal Code \*** 01824 **Country \*** United States

**Make Payment**

4. When all the necessary fields are filled, click on **Make Payment**.

## Figures

1. payinvoice1.png
2. payinvoice2.png

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