

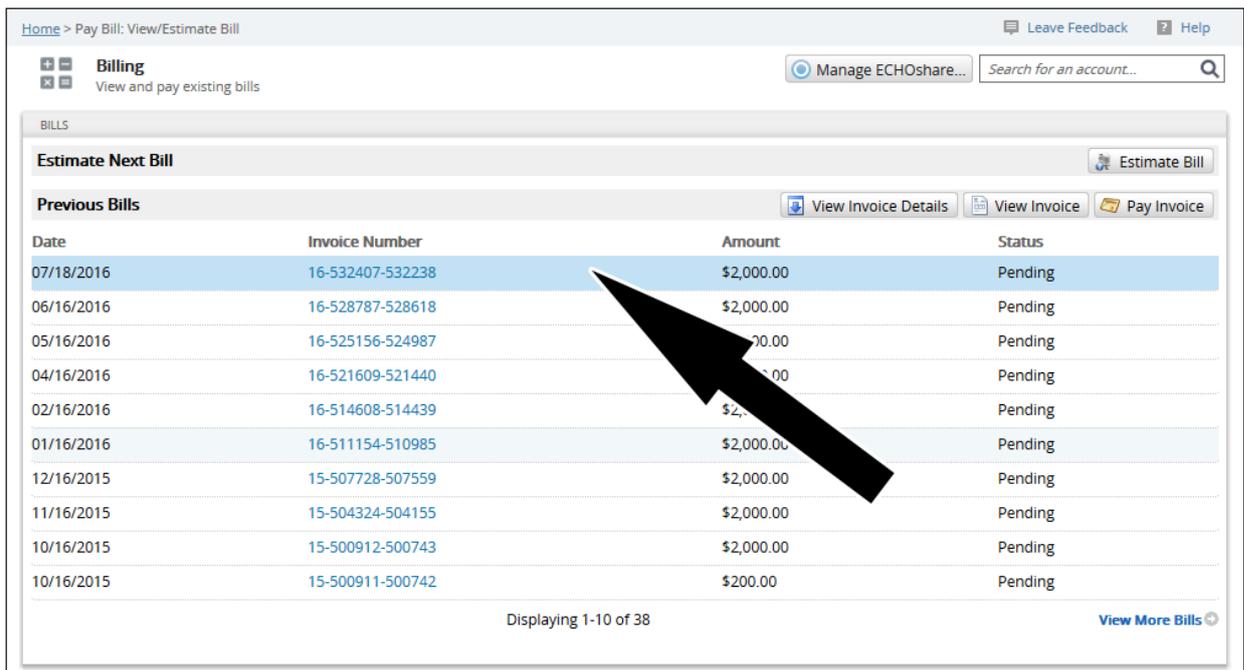
Paying Your Bill Online

<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**.



The screenshot shows the 'Billing' section of the management portal. It features a table of 'Previous Bills' with columns for Date, Invoice Number, Amount, and Status. The first row is highlighted in blue. A large black arrow points to the white space between the 'Invoice Number' and 'Amount' columns of this row. The table also includes a 'View Invoice Details' button and a 'Pay Invoice' button. The status of all bills is 'Pending'.

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

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

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

Figures

1. payinvoice1.png
2. payinvoice2.png

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