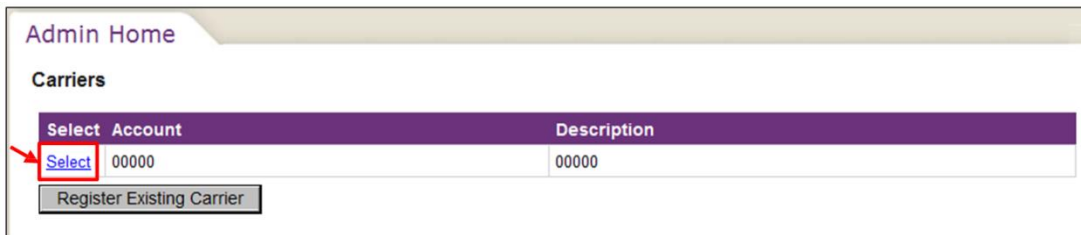
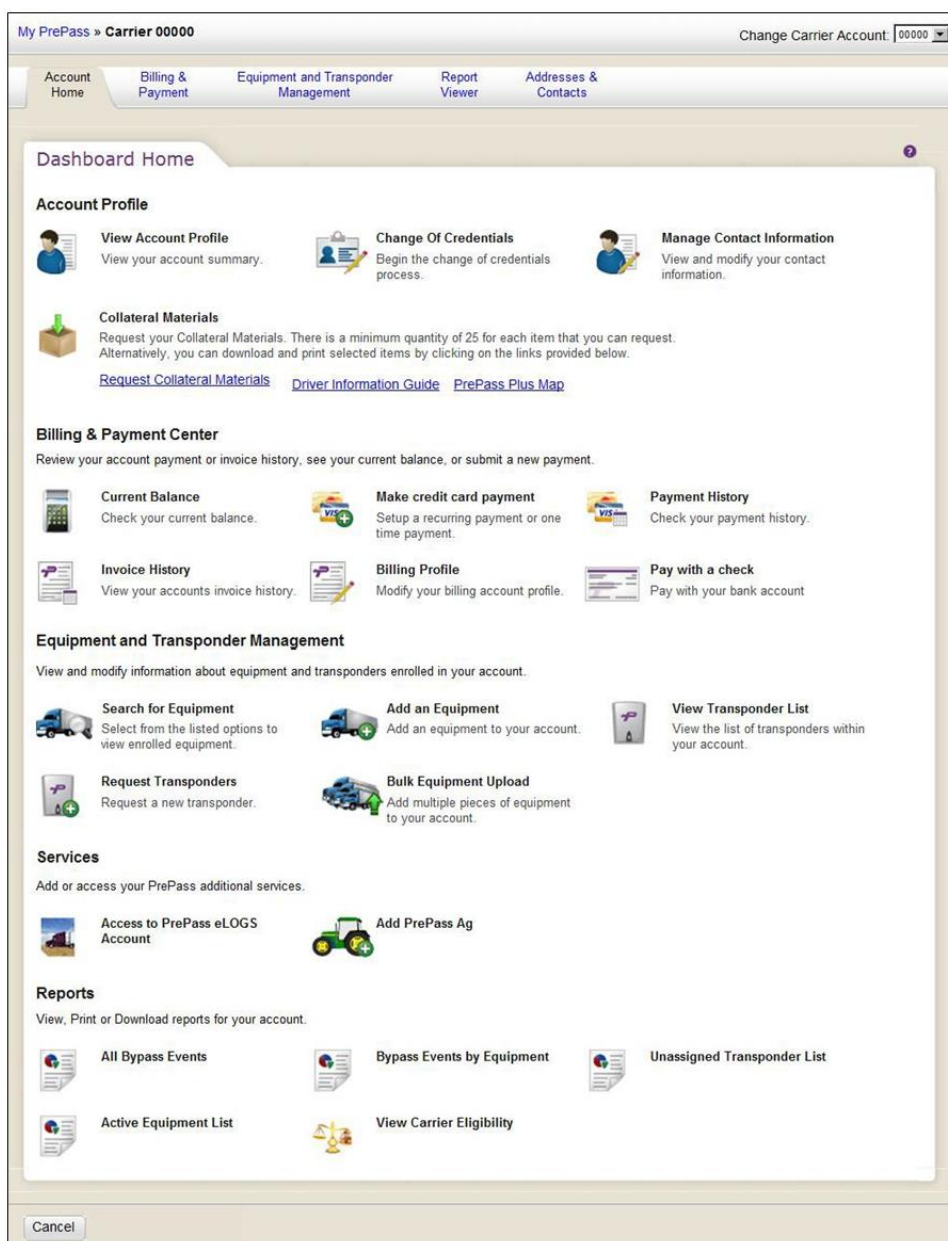


## How Do I Pay with My Credit Card?

1. Log into account. Please see the **How Do I Log into My Account?** document (DOC-0125) for additional assistance with logging into PrePass.com.
2. On the **Admin Home** tab, click **Select**.



The **Dashboard Home** tab appears.



- In the **Billing & Payments Center** section, click **Make credit card payment**.

**Billing & Payment Center**

Review your account payment or invoice history, see your current balance, or submit a new payment.

- Current Balance**  
Check your current balance.
- Make credit card payment**  
Setup a recurring payment or one time payment.
- Payment History**  
Check your payment history.
- Invoice History**  
View your accounts invoice history.
- Billing Profile**  
Modify your billing account profile.
- Pay with a check**  
Pay with your bank account

A **Loading** indicator will appear on the screen as the Billing and Payment page loads.

**Billing & Payment Center**

Review your account payment or invoice history, see your current balance, or submit a new payment.

- Current Balance**  
Check your current balance.
- Make credit card payment**  
Setup a recurring payment or one time payment.
- Payment History**  
Check your payment history.
- Invoice History**  
View your accounts invoice history.
- Billing Profile**  
Modify your billing account profile.
- Pay with a check**  
Pay with your bank account

The **Billing and Payment** page appears.

**PrePass**

Account Home | **Billing and Payment** | Billing History | Billing Profile

**Current Balance**

**\$895,932.21**

**Make Payment**

**Activity**

**Recurring Payment**

Please make a one - time payment to clear any existing balance prior to enrolling in Recurring payment program

**Sign up for Recurring Payments**

**Accounts on File**

#	Type	Name	Actions
No accounts on file			

**Last Statement**

Statement #:	00000008130414
Statement Date:	4/14/2013
Statement Balance:	\$2,193,195.24

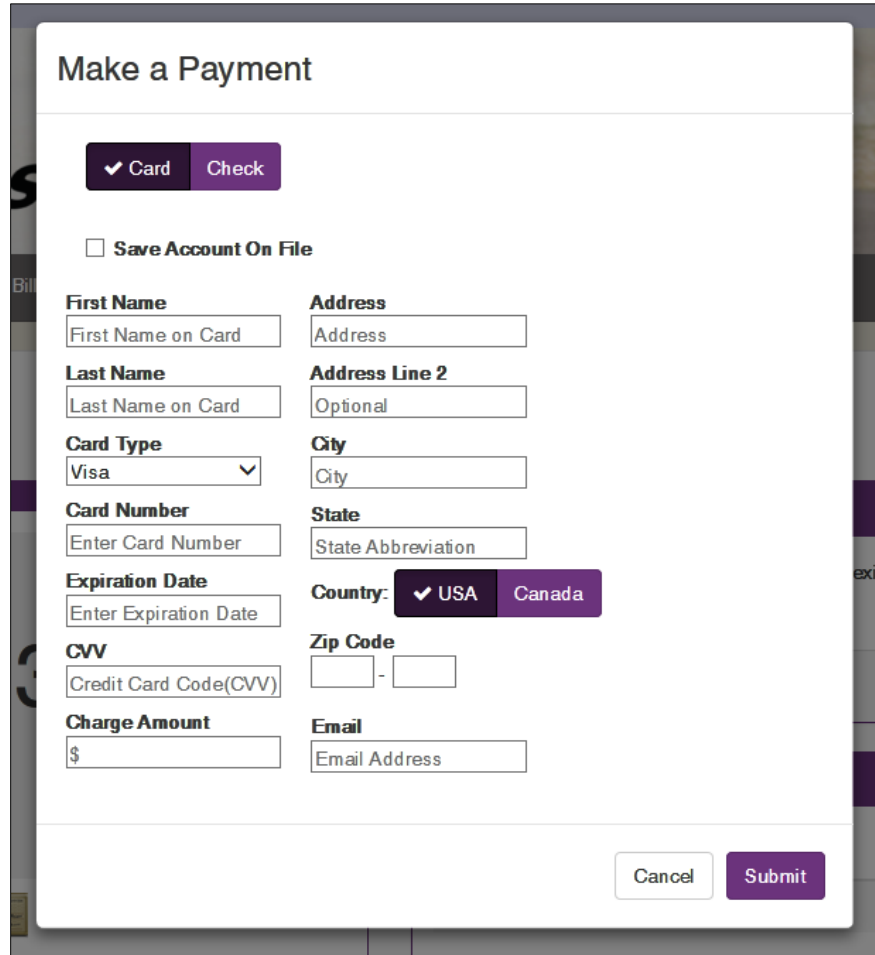
**How To Resources**

How to Documents

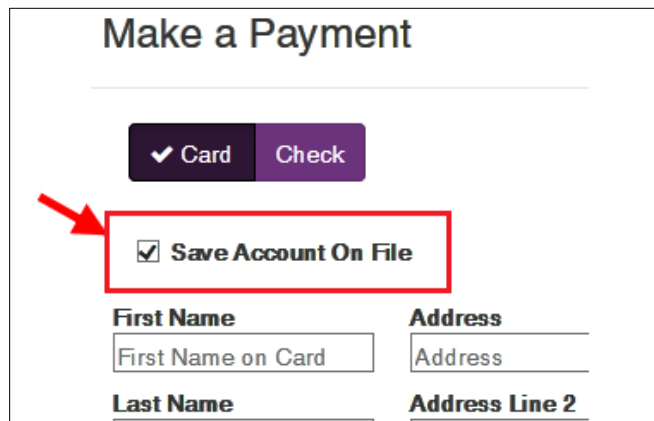
- Click the **Make Payment** button



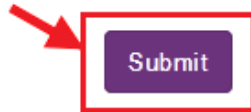
The **Make a Payment** window appears.



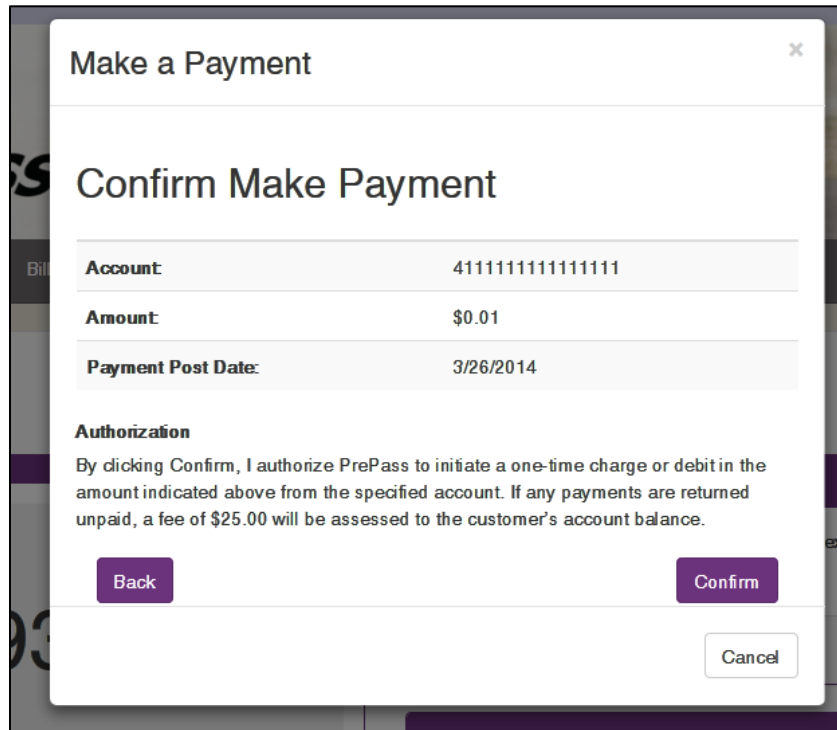
- Populate the fields with the credit card and billing address information.
- Type the amount to be charged in the **Charge Amount** field (must be in decimal format: 0.00)
- To keep the credit card on file for future one-time payments for this account, check the **Save Account on File** checkbox.



- Click the **Submit** button to complete your payment.



A separate **Confirm Make Payment** window appears.

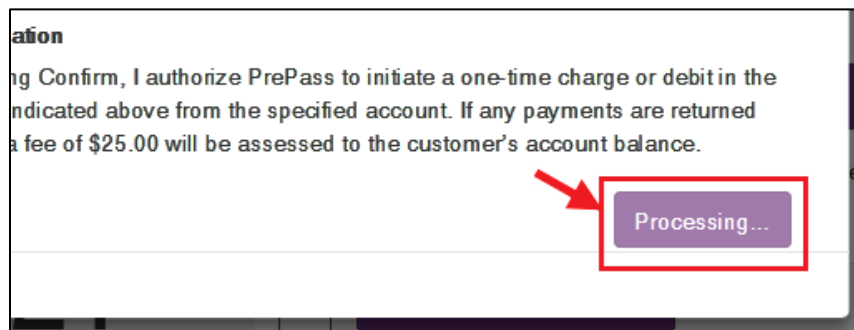


Account:	4111111111111111
Amount:	\$0.01
Payment Post Date:	3/26/2014

**Authorization**  
By clicking Confirm, I authorize PrePass to initiate a one-time charge or debit in the amount indicated above from the specified account. If any payments are returned unpaid, a fee of \$25.00 will be assessed to the customer's account balance.

Buttons: Back, Confirm, Cancel

- Click **Back** to return to the previous window.
- Click **Cancel** to cancel the payment and close the **Confirm Make Payment** window.
- Click **Confirm** to complete the transaction.  
**Note:** The Billing and Payment system will display a **Processing...** message.



- When the transaction is completed a **Charge Confirmation** screen will appear with the option to print.

**Make a Payment**

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## Charge Confirmation

Your payment has been received, it will be posted to your PrePass account within 1 or 2 business days.

<b>Confirmation Number:</b>	642392
<b>Account Number:</b>	XXXX-XXXX-XXXX-1111
<b>Charge Amount:</b>	\$0.01
<b>Payment Post Date:</b>	03/26/14

[Print Confirmation](#)

[Close](#)

**Note:** A Confirmation Message will automatically be sent to the email entered in an earlier step.

- Click **Close** in the lower right hand corner to close the **Charge Confirmation** window. This will return you to the main Billing and Payment screen.
- Click **Account Home** to return to the main home screen.
- Click **Logout** in the upper-right corner of the screen to log out of PrePass.com.