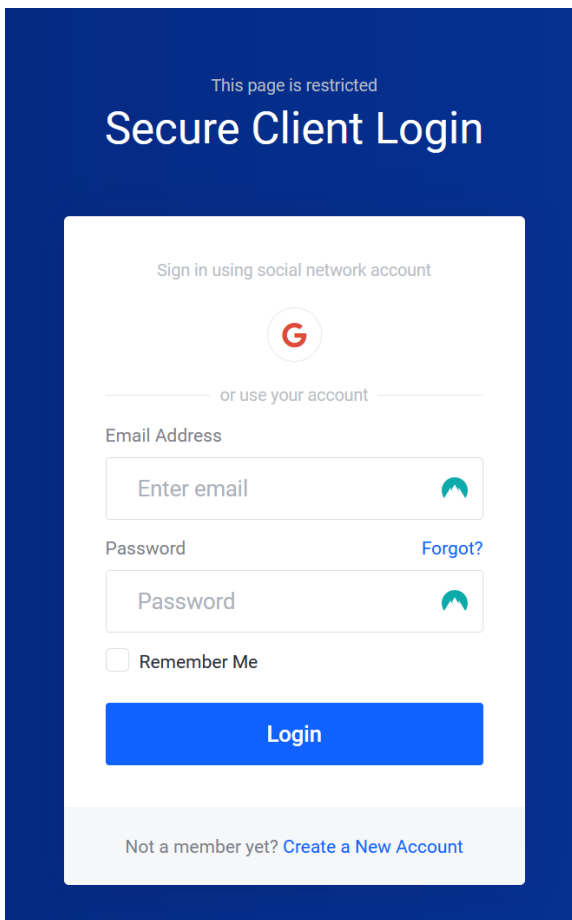


How do I change the invoice payment method?

Step 1


Sign in to the [Billing Area](#).



This page is restricted


Secure Client Login

Sign in using social network account




or use your account

Email Address

Enter email 

Password [Forgot?](#)

Password 

Remember Me

[Login](#)

Not a member yet? [Create a New Account](#)

Step 2

Select the **Unpaid Invoices** section in the middle of the screen.

ⓘ You have 1 overdue invoice(s) with a total balance due of \$1.00 USD. Pay them now to avoid any interruptions in service. ✕

2

Services

0

Domains

1

Unpaid Invoices

0

Tickets

Step 3

Select the invoice that is currently unpaid.

You have 1 invoice(s) currently unpaid with a total balance of

\$1.00 USD

View All Entries ▾

Invoice #	Invoice Date	Due Date	Total	Status
34029	Monday, September 12th, 2022	Monday, September 26th, 2022	\$1.00 USD	● Unpaid
24	Monday, October 10th, 2016	Friday, September 2nd, 2016	\$0.00 USD	● Paid

Step 4

On the **right-hand** side of the invoice, you can currently see the Payment method is currently set to Paypal Agreement on the drop down. To switch it, select the PayPal agreement dropdown.

y, September
022
y, September
022

ount


Total Due

\$1.00 USD ⓘ

Payment Method:

PayPal Agreement ▾

Create a PayPal Billing Agreement:

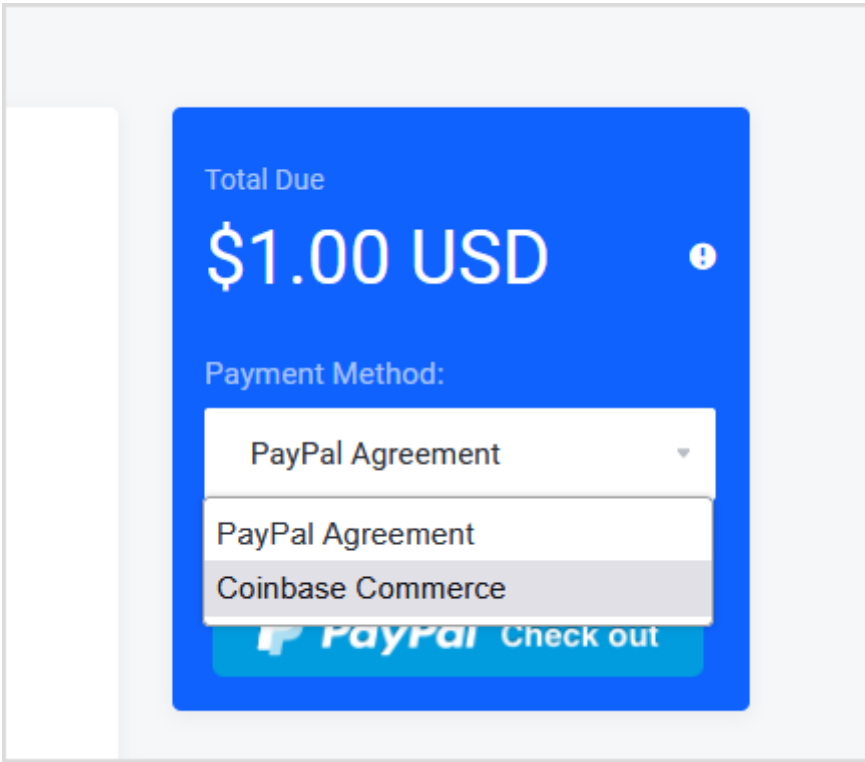
 **PayPal** Check out

Actions

[↓ Download](#)

Step 5

Select the **Payment Method** you wish to use. After that, the invoice would update the payment method.



Revision #4

Created 29 September 2022 01:24:51 by Joseph K

Updated 29 September 2022 01:36:16 by Joseph K