

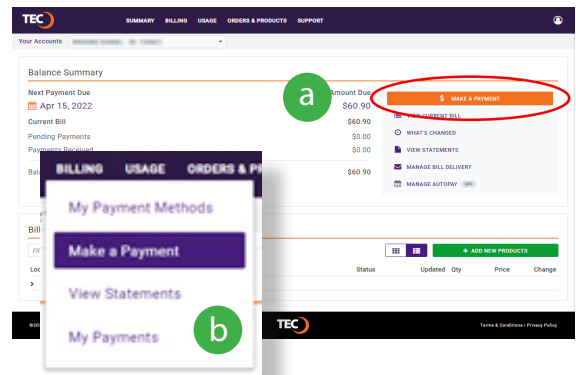


Advanced Customer Portal How To: How To Make A Payment

1. Once you have logged in, you can either:

a. Click the "Make A Payment" button in the Balance Summary section of the dashboard.

b. Click the "Make A Payment" link found in the site menu under Billing.



2. You will be asked to enter a Payment Date, Payment Amount, and Payment Method

The 'Make a Payment' form displays the following information and fields:

Due Date	Amount Due
Apr 15, 2022	\$60.90

Payment Date: 04/13/2022

Payment Amount: Amount Due: \$60.90

Payment Method: Select a Payment Method

CANCEL CONTINUE

3. Payment Date:

Enter or select the date you would like the payment to be processed.

The date picker shows the date 04/13/2022. The calendar view displays the month of April 2022, with the 13th highlighted.

4. Payment Amount:

Select the amount you would like to pay toward your current balance.

Note: You have the options to pay the full balance or enter a custom payment amount.

Options:

A dropdown menu titled "Payment Amount" with the following options: "Amount Due: \$60.90", "Amount Due: \$60.90" (highlighted in blue), "Current Billed Amount: \$60.90", and "Custom Amount". A "CONTINUE" button is located at the bottom right.

5. Payment Method:

Select a saved payment method or add a new one to pay your balance.

If adding/entering a new payment method, once complete, click "Add Method" to use that method.

Custom Amount:

A form with a "Payment Amount" label and a text input field containing "Custom Amount". Below it is an "Amount to Pay" label and a text input field containing "Enter Payment Amount".

Saved Payment Methods:

A dropdown menu titled "Payment Method" with the following options: "Select a Payment Method", "Test - Visa - Visa card ending 4021", "Test - Disco... - Discover card ending 9240" (highlighted in blue), "Test - Maste... - Mastercard card ending 6352", "Add Bank Account", and "Add Credit/Debit Card".

Payment Method Options:

- a. Credit or Debit Account
- b. Checking or Savings Account

Add Payment Method:

A form titled "Add Payment Method" with two main sections: "Account Information" and "Billing Address". The "Account Information" section includes fields for "Payment Method Type" (Credit/Debit Card), "Card Network", "Card No. (Number)", "Name on Card", "Name on Card", "Card Number", "Card Number", "Expiration", "CVV", and "CVV". The "Billing Address" section includes fields for "Address Line 1", "Address Line 2", "Address Line 2", "Country", "Zip Code", "Zip Code", "City", and "State". There are also checkboxes for "Use for AutoPay" and "Save for Future Use". A "CANCEL" button and an "ADD METHOD" button are at the bottom right.

Note: When adding or entering a payment method, the payment method is set to "Save for Future Use" by default. If you do not wish to save your payment method, be sure to uncheck this option before clicking "Add Method".

6. Once you have supplied the necessary payment information, click "Continue" to view a transaction summary before completing the payment.

Review Payment

A summary card titled "Review Payment" showing: "Payment Date: Apr 13, 2022", "Payment Method: Test - Visa - Visa card ending 4021", and "Payment Amount: \$60.90".

By clicking 'Complete Payment' you acknowledge that payments apply immediately to your account, but may take up to five business days to be processed by your financial institution. Payments are processed Monday through Friday (excluding holidays). Authorized charges to your chosen payment method will be processed for the amount indicated above.

Two buttons: "EDIT" and "COMPLETE PAYMENT".

7. After reviewing the transaction summary, click "Complete Payment" to finish the payment process.

If you need to change any of the payment options, click the "Edit" button to return to the previous screen.

8. Once your transaction is complete you will receive a confirmation notice.

Make a Payment

✔ Thank you for your payment! Please note this as Transaction ID: 22490082