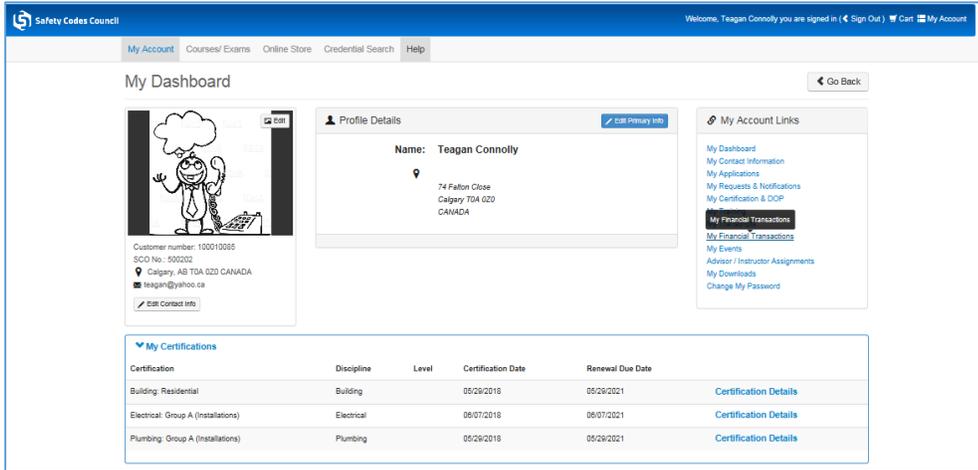


Pay an Invoice

This procedure walks you through the steps to apply a payment to an invoice that has been created by the Council for items not in the online store. You will make most payments during online store purchases, course or exam registrations, and certification or accreditation submissions. This tutorial is for any other miscellaneous items requiring payments.



My Dashboard

Profile Details

Name: **Teagan Connolly**

74 Falton Close
Calgary T0A 0Z0
CANADA

My Account Links

- My Dashboard
- My Contact Information
- My Applications
- My Requests & Notifications
- My Certification & DOP
- My Financial Transactions**
- My Financial Transactions
- My Events
- Advisor / Instructor Assignments
- My Downloads
- Change My Password

My Certifications

Certification	Discipline	Level	Certification Date	Renewal Due Date	
Building - Residential	Building		05/26/2018	05/26/2021	Certification Details
Electrical - Group A (Installations)	Electrical		06/07/2018	06/07/2021	Certification Details
Plumbing - Group A (Installations)	Plumbing		05/26/2018	05/26/2021	Certification Details

1. From **My Dashboard**:
 - a. Click on the **My Financial Transactions** link

Safety Codes Council
Welcome, Teagan Connolly you are signed in (Sign Out) Cart My Account

My Account
Courses/ Exams
Online Store
Credential Search
Help

My Financial Transactions

[Back to My Dashboard](#)
My Account Menu ▾

*Please note below sections will only display information if it is relevant to you.

▼ All Invoices

My Open Invoices

	Date	Total	Paid	Due		
View Invoice Details	06/07/2018	\$435.00	\$0.00	\$435.00	View Details Add to Cart	
Products						
Invoice #	Tracking #	Product Name	Product Price	Returned Cancelled	Date Paid	
228765		Safety Code Officer/ Replacement Wall Certificate	\$25.00	0	06/13/2018	Download
228724		SCO Handbook	\$0.00	0	06/06/2018	Download
Payment Date	Payment Amount	Payment Type				
05/25/2018	\$75.00	Mock-Visa				
05/25/2018	\$75.00	Mock-Visa				
05/29/2018	\$900.00	Mock-Visa				
05/29/2018	\$75.00	Mock-Visa				
05/29/2018	\$100.00	Mock-Visa				
05/29/2018	\$75.00	Mock-Visa				
05/29/2018	\$75.00	Mock-Visa				

2. From the My Financial Transactions page:
 - a. View an invoice by:
 - i. Clicking on the **Invoice Number**
 - Or
 - ii. Clicking the **View Details** button

 Safety Codes Council

 Welcome, Teagan Connolly you are signed in ([Sign Out](#)) [Cart](#) [My Account](#)

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[Online Store](#)
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[Help](#)

Invoice Details

Invoice #: 228797
 Invoice Date: 06/07/2018
 Tracking #: - not available -

Invoice Total: \$435.00
 Paid: \$0.00
 Due: \$435.00

Line Items				
Product	Price	Qty	Shipped	Paid
100121 - Building, Residential Fire Protection, Occupant Health and Safety, ABC 2014	\$435.00	1		No

Payment			
Paid For:	Paid Amount	Date	Method
No data to display at the moment.			

Shipping		
Product	Shipping Amount	Notes
No data to display at the moment.		

Taxes	
Tax	Tax Amount
No data to display at the moment.	

[Go Back](#)
[Add to Cart](#)
[Add to Cart](#)
[Print Invoice](#)

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3. From the **Invoice Details** page:
 - a. Review the shopping cart details to ensure they are correct
 - b. Click the **Add To Cart** button
 - c. Complete the payment information
 - d. Click the **Make Payment** button
 - e. Click the **Done** button

Note: Refer to the tutorial in HELP for detailed instructions on how to [make a payment](#).