Tutorial: Invoicing

OVERVIEW

Description:	In this section, you can: 1. View your new and old invoices 2. Make an online payment 3. Automate your payments
Need Help:	support@polygon.net 1-800-221-4435 (select '3' for Support in the menu options)

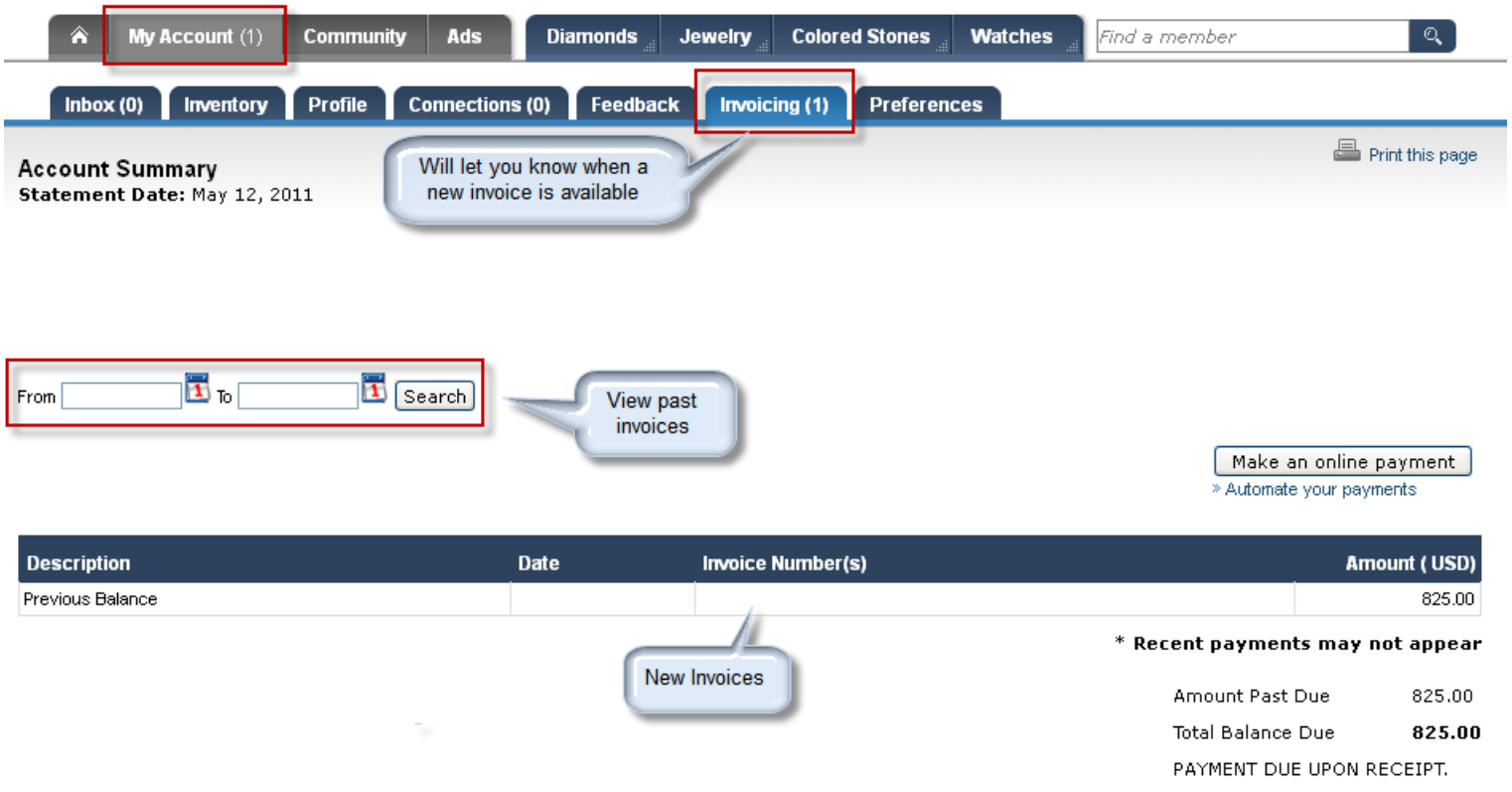
1- HOW TO

Useful Tips:

- Automate your payments to avoid late notices and account restrictions
- If you have an unread invoice, it will appear in the invoice tab (1). It will also be added to the total count in the My account tab

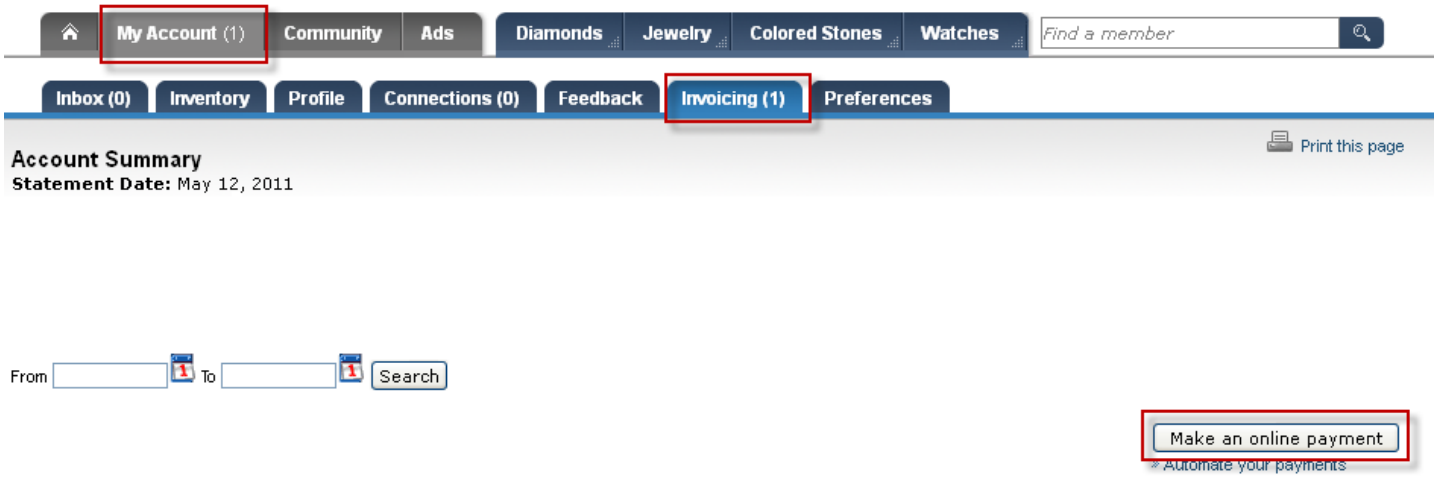
1. View your new and old invoices

- Go to "My Account"
- Go to "Invoicing"
- Invoices to be paid will automatically be shown
- You can view paid invoices by date

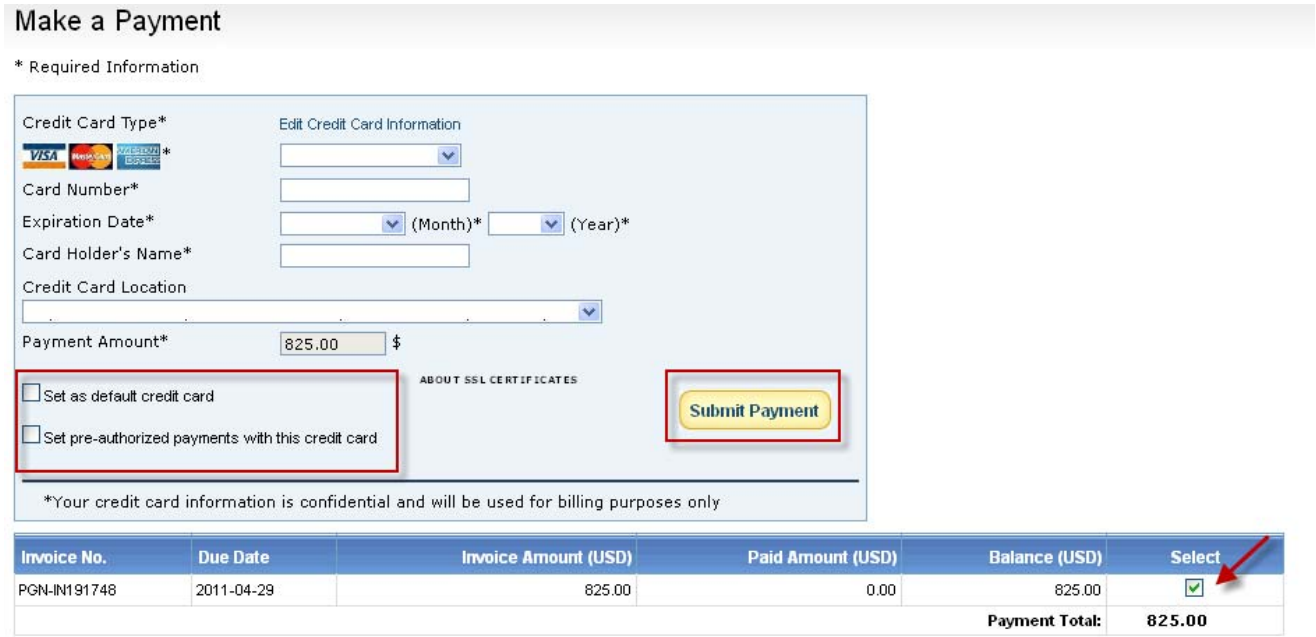


2. Make and online payment

- Go to “My Account”
- Go to “Invoicing”
- Go to “Make an Online Payment”

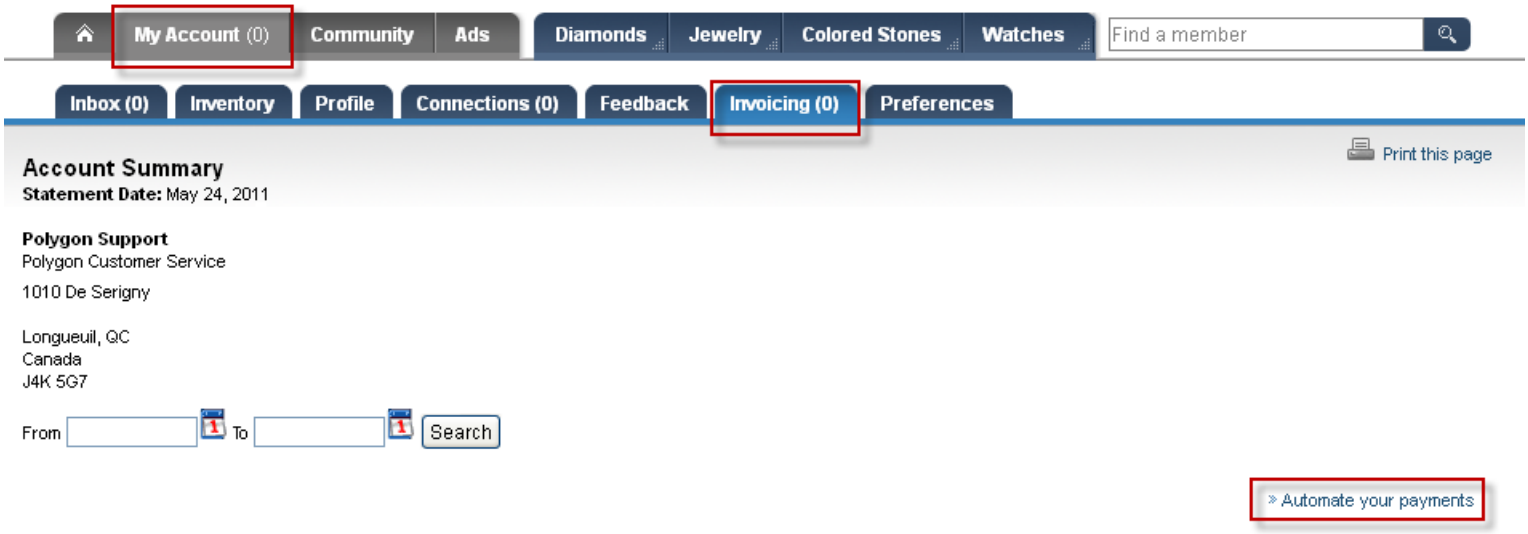
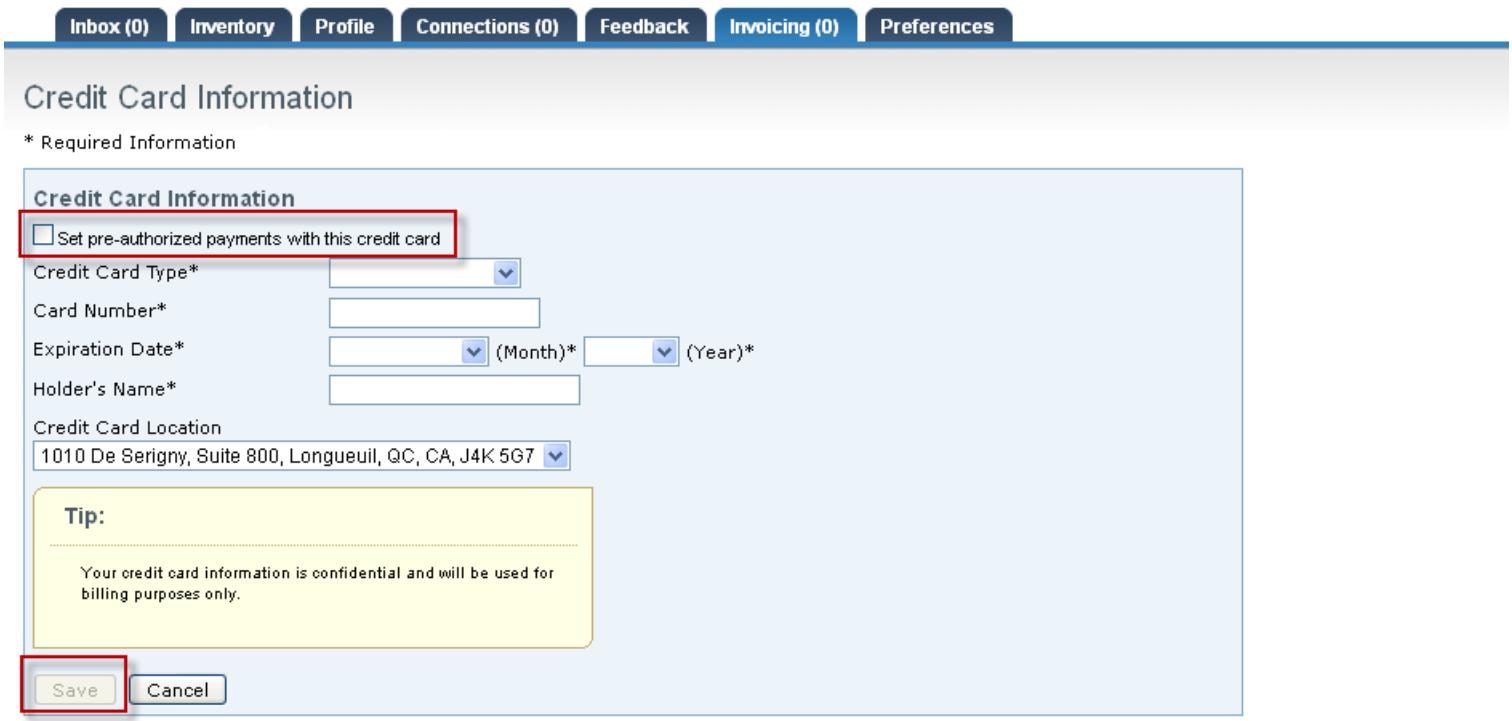


- Check the box next to your invoice to pay
- Enter in credit card information
- You can choose to make this your default card
- You can set up pre-authorized payments on this card
- Click “Submit Payment”



3. Automate your payments

- Go to “My Account”
- Go to “Invoicing”
- Click “Automate your Payments”



- Check box next to “Set pre-authorized payments with this credit card”
- End in credit card if not already entered
- Click “Save”