

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)

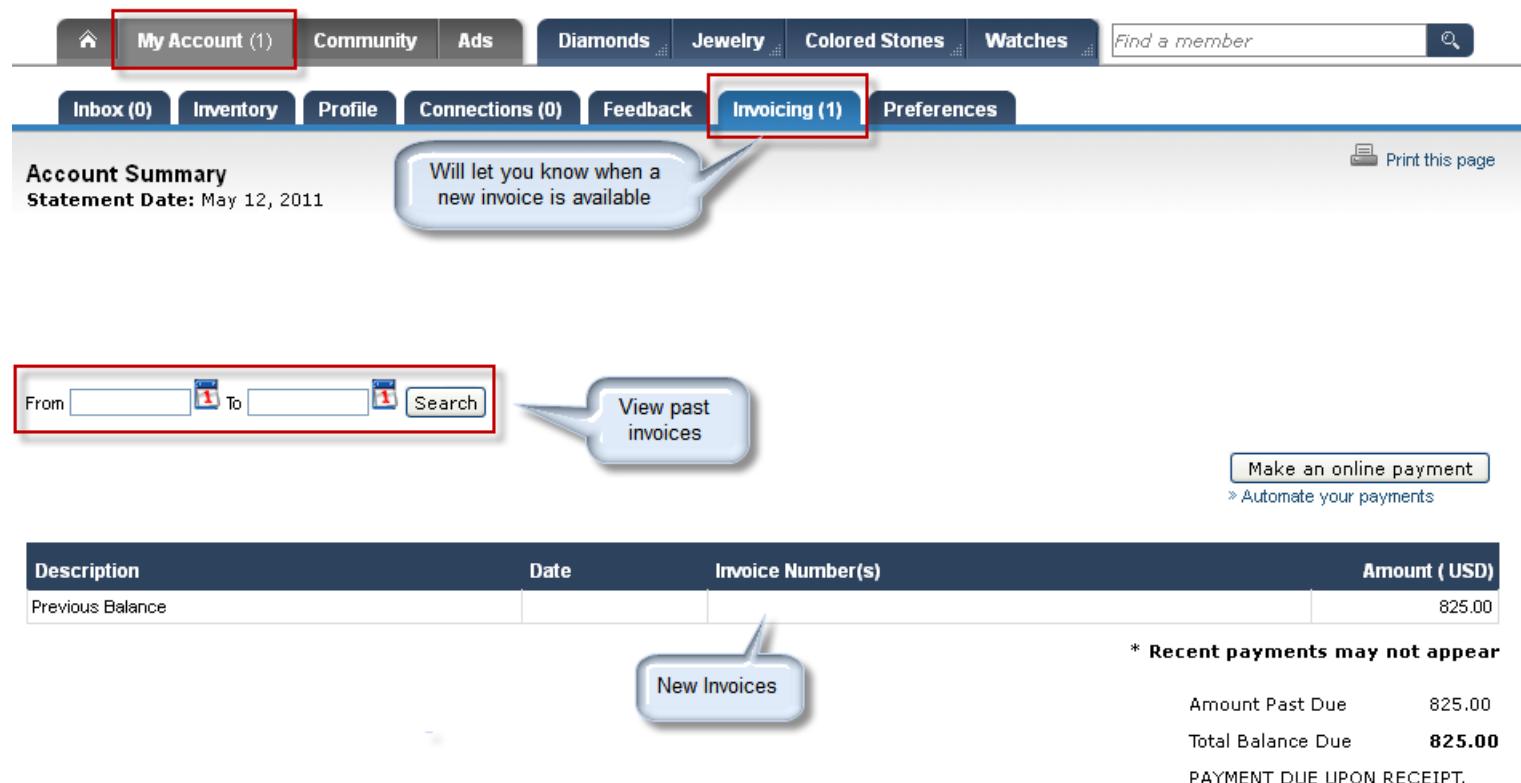
1- HOW TO

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



My Account (1) **Community** **Ads** **Diamonds** **Jewelry** **Colored Stones** **Watches** **Find a member**

Inbox (0) **Inventory** **Profile** **Connections (0)** **Feedback** **Invoicing (1)** **Preferences**

Account Summary
Statement Date: May 12, 2011

Will let you know when a new invoice is available

From To View past invoices

Make an online payment
Recent payments may not appear
Recent payments may not appear

Amount Past Due 825.00
Total Balance Due 825.00
PAYMENT DUE UPON RECEIPT.

Description	Date	Invoice Number(s)	Amount (USD)	
Previous Balance			825.00	
New Invoices			* Recent payments may not appear	
			Amount Past Due	825.00
			Total Balance Due	825.00
			PAYMENT DUE UPON RECEIPT.	

2. Make an online payment

- Go to "My Account"
- Go to "Invoicing"
- Go to "Make an Online Payment"



Account Summary
Statement Date: May 12, 2011

Print this page

From To

[Make an online payment](#)

Automate your payments

Description	Date	Invoice Number(s)	Amount (USD)
Previous Balance			825.00

* Recent payments may not appear

Amount Past Due 825.00

Total Balance Due **825.00**

PAYMENT DUE UPON RECEIPT.

- 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"

Make a Payment

* Required Information

Credit Card Type*

VISA MASTERCARD AMERICAN EXPRESS*

Card Number*

Expiration Date* * *

Card Holder's Name*

Credit Card Location

Payment Amount* \$

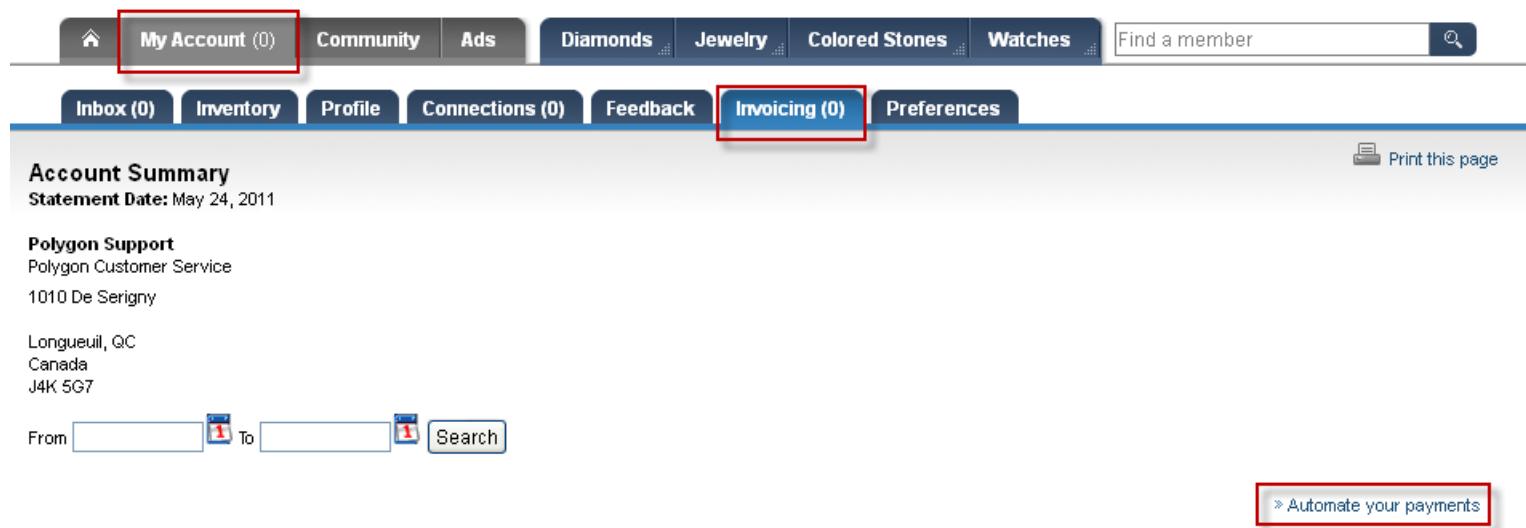
ABOUT SSL CERTIFICATES

*Your credit card information is confidential and will be used for billing purposes only

Invoice No.	Due Date	Invoice Amount (USD)	Paid Amount (USD)	Balance (USD)	Select
PGN-IN191748	2011-04-29	825.00	0.00	825.00	<input checked="" type="checkbox"/>
Payment Total:					825.00

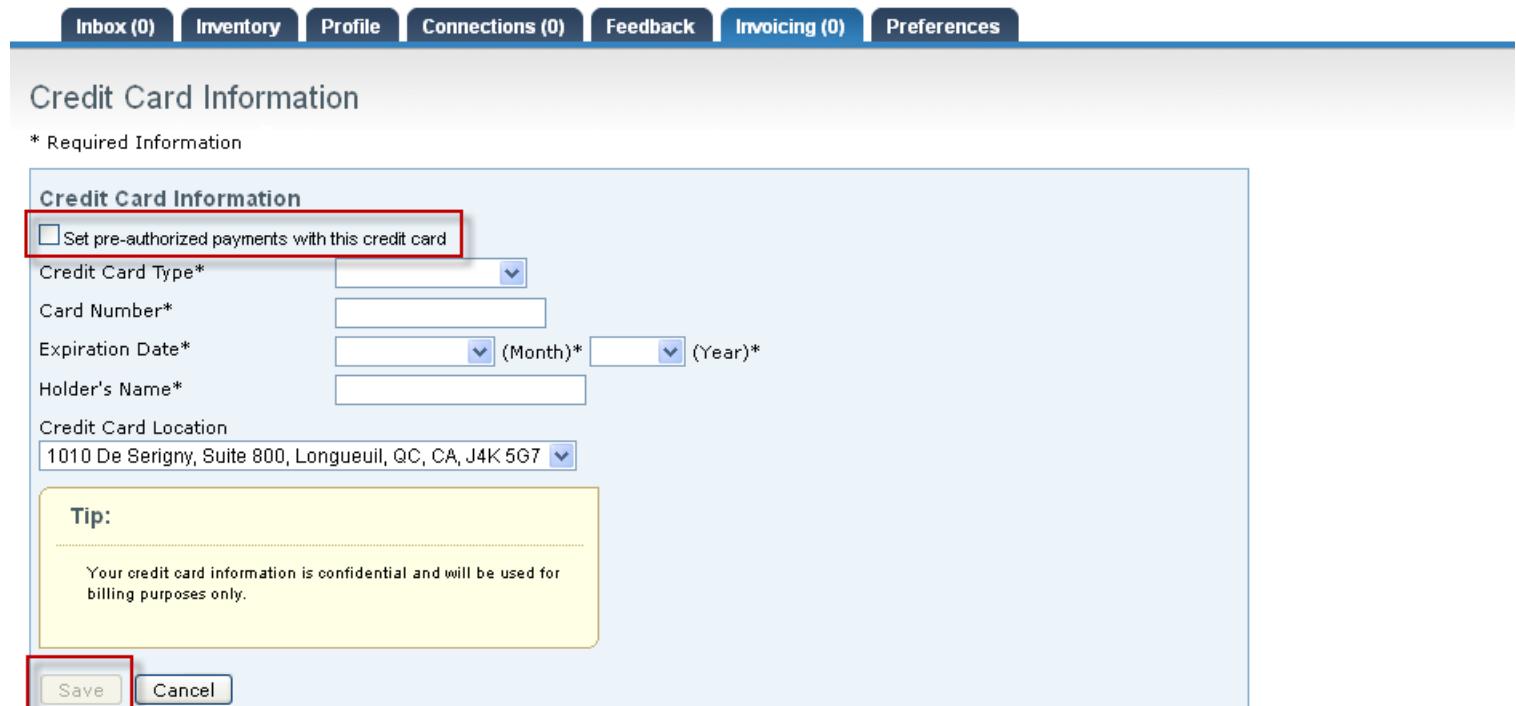
3. Automate your payments

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



The screenshot shows the Polygon software interface. At the top, there is a navigation bar with links for Home, My Account (0), Community, Ads, Diamonds, Jewelry, Colored Stones, Watches, and a search bar 'Find a member'. Below the navigation bar, there is a secondary navigation bar with links for Inbox (0), Inventory, Profile, Connections (0), Feedback, Invoicing (0) (which is highlighted in blue), and Preferences. The main content area is titled 'Account Summary' and shows a statement date of May 24, 2011. It includes contact information for 'Polygon Support' (1010 De Serigny, Longueuil, QC, Canada J4K 5G7) and a search bar for 'From' and 'To' fields. In the bottom right corner of the main content area, there is a link '» 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”



The screenshot shows the 'Credit Card Information' form. At the top, there is a note 'Required Information'. The form includes fields for 'Credit Card Information' (with a checked checkbox 'Set pre-authorized payments with this credit card'), 'Credit Card Type*', 'Card Number*', 'Expiration Date*', 'Holder's Name*', 'Credit Card Location' (set to '1010 De Serigny, Suite 800, Longueuil, QC, CA, J4K 5G7'), and a 'Tip' section stating 'Your credit card information is confidential and will be used for billing purposes only'. At the bottom, there are 'Save' and 'Cancel' buttons.