

## Tutorial: Invoicing

### OVERVIEW

<b>Description:</b>	In this section, you can: <ol style="list-style-type: none"> <li>1. <a href="#">View your new and old invoices</a></li> <li>2. <a href="#">Make an online payment</a></li> <li>3. <a href="#">Automate your payments</a></li> </ol>
<b>Need Help:</b>	<a href="mailto:support@polygon.net">support@polygon.net</a> 1-800-221-4435 (select '3' for Support in the menu options)

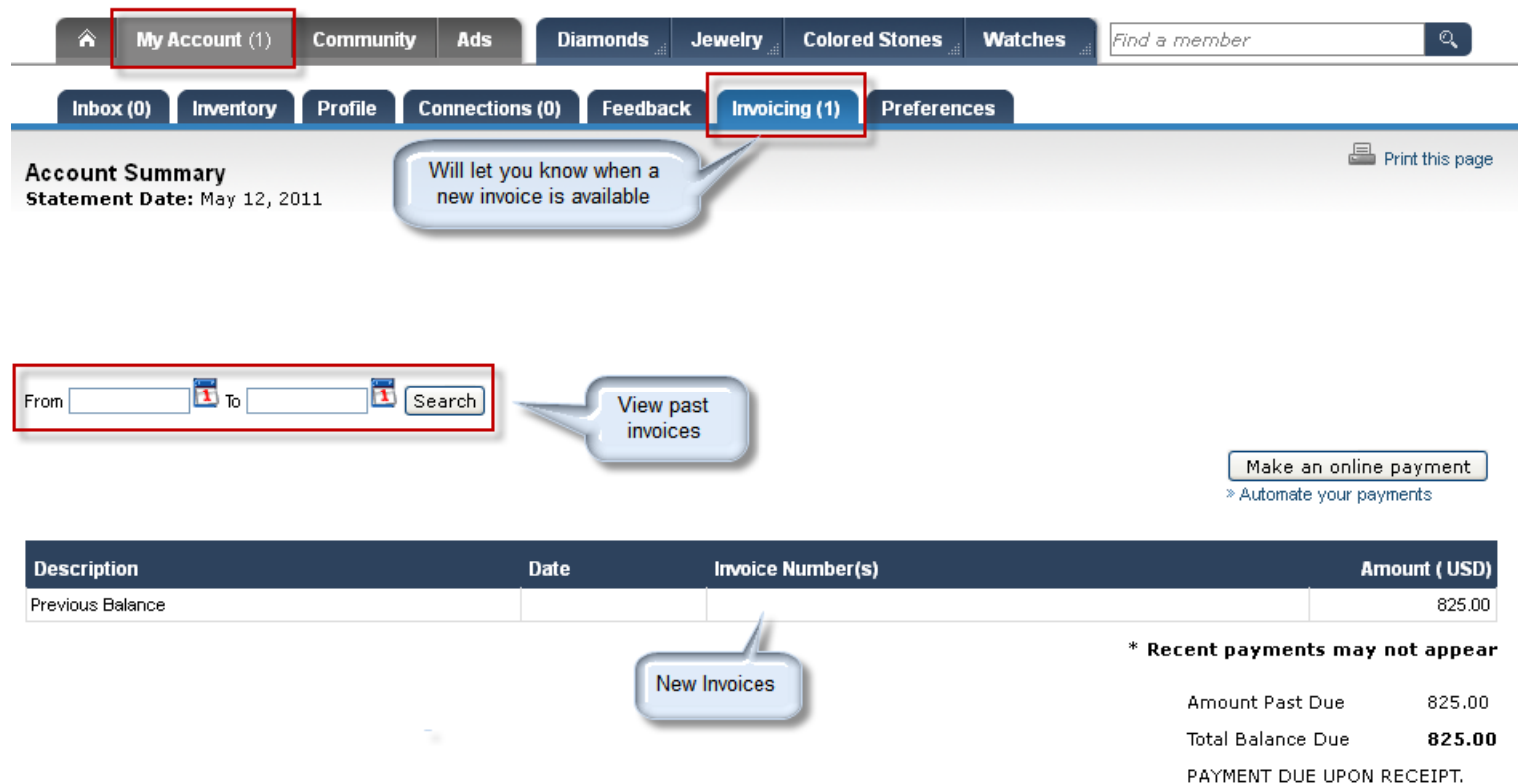
### 1- HOW TO

#### 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



The screenshot shows the Polygon account dashboard. The 'My Account (1)' tab is selected in the top navigation bar. Below it, the 'Invoicing (1)' tab is highlighted. A callout bubble indicates that the user will be notified when a new invoice is available. A search bar for past invoices is shown with a 'View past invoices' callout. A 'Make an online payment' button is also visible. The main content area displays a table of invoices with columns for Description, Date, Invoice Number(s), and Amount (USD). The first row shows a 'Previous Balance' of 825.00. A callout bubble points to the 'New Invoices' section. A summary box on the right shows the 'Amount Past Due' as 825.00 and the 'Total Balance Due' as 825.00, with a note that recent payments may not appear.

**Account Summary**  
Statement Date: May 12, 2011

Will let you know when a new invoice is available

From  To  Search

View past invoices

Make an online payment  
» Automate your payments

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	<b>825.00</b>

PAYMENT DUE UPON RECEIPT.

## 2. Make and online payment

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

[Home](#)
[My Account \(1\)](#)
[Community](#)
[Ads](#)
[Diamonds](#)
[Jewelry](#)
[Colored Stones](#)
[Watches](#)

[Inbox \(0\)](#)
[Inventory](#)
[Profile](#)
[Connections \(0\)](#)
[Feedback](#)
[Invoicing \(1\)](#)
[Preferences](#)

**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\*  


Edit Credit Card Information  
  
 Card Number\*  
  
 Expiration Date\*  
 (Month)\*  (Year)\*  
 Card Holder's Name\*  
  
 Credit Card Location  
  
 Payment Amount\*  
 \$

☐ Set as default credit card  
☐ Set pre-authorized payments with this credit card

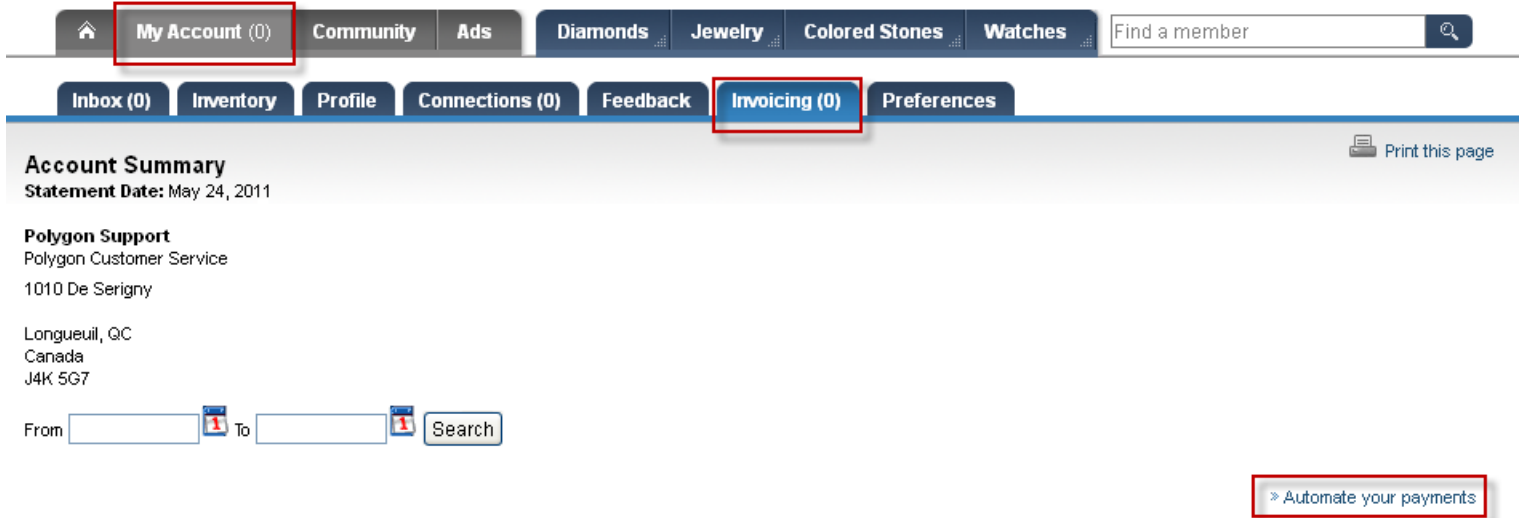
ABOUT SSL CERTIFICATES

\*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"/>
				<b>Payment Total:</b>	<b>825.00</b>

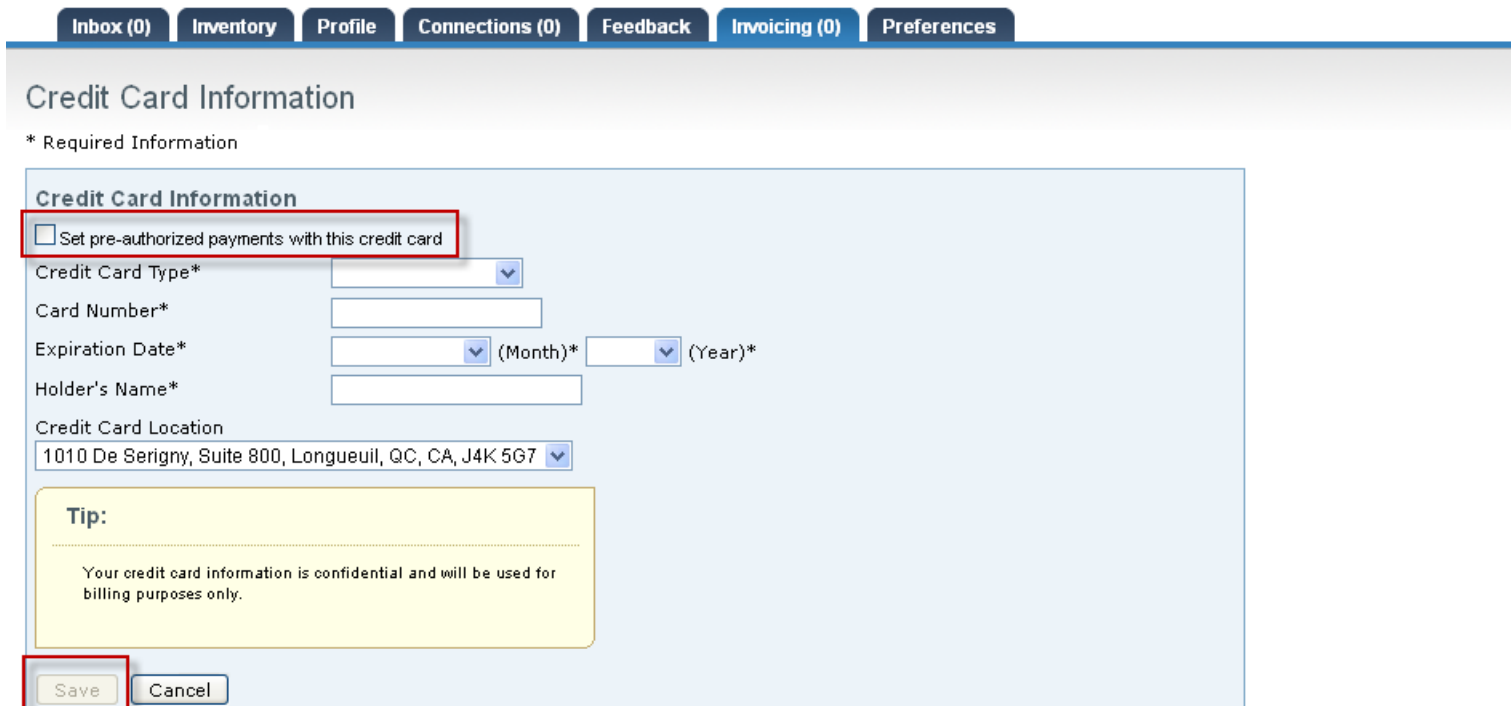
### 3. Automate your payments

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



The screenshot shows the Polygon web application interface. At the top, there is a navigation bar with links: Home, My Account (0), Community, Ads, Diamonds, Jewelry, Colored Stones, and Watches. A search bar labeled 'Find a member' is on the right. Below this is a sub-navigation bar with links: Inbox (0), Inventory, Profile, Connections (0), Feedback, Invoicing (0), and Preferences. The 'Invoicing (0)' link is highlighted with a red box. The main content area is titled 'Account Summary' with a 'Statement Date: May 24, 2011'. Below this is the 'Polygon Support' section, which includes contact information for Polygon Customer Service. At the bottom of the account summary, there is a search bar with 'From' and 'To' date pickers and a 'Search' button. On the right side of the account summary, there is a 'Print this page' button. In the bottom right corner, there is a button labeled '> Automate your payments' which is highlighted with a red box.

- 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 in the Polygon web application. The form is titled 'Credit Card Information' and has a sub-header '\* Required Information'. The form contains the following fields: 'Credit Card Type\*' (a dropdown menu), 'Card Number\*' (a text input field), 'Expiration Date\*' (a dropdown menu for the month and a text input field for the year), 'Holder's Name\*' (a text input field), and 'Credit Card Location' (a dropdown menu). The 'Credit Card Location' dropdown is currently set to '1010 De Serigny, Suite 800, Longueuil, QC, CA, J4K 5G7'. Below the form fields, there is a 'Tip' box with the text: 'Your credit card information is confidential and will be used for billing purposes only.' At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.