

# HTBS Credit Making a Payment

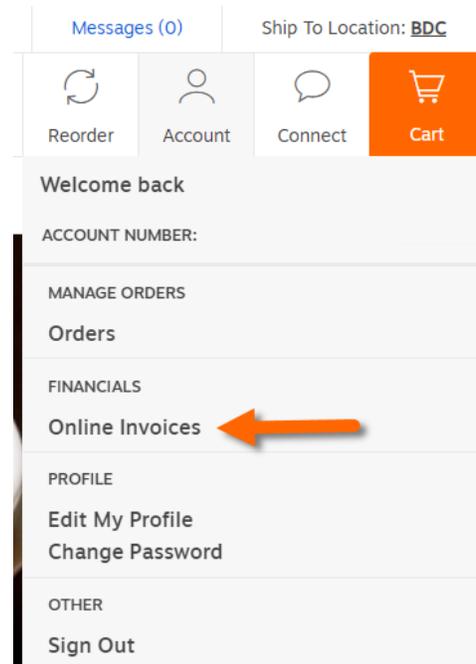
Manage your invoices, payments and credits all in one place online at [HiTouchBusinessServices.com](http://HiTouchBusinessServices.com).

- View, track and pay your invoices
- Make easy and secure electronic payments
- View available and pending credit balance

## Here's how:

**Log in to your [HiTouchBusinessServices.com](http://HiTouchBusinessServices.com) Account**

- Select 'Account' at the top navigation
- Select 'Online Invoices' under Financials



## Setting up online payment

- Enter your bank's name
- Add the bank's ABA or routing number located on the bottom of your check
- Add your Bank Account Number located on the bottom of your check
- Select 'Add Bank Account' to save your bank information and your bank settings will be saved for future payments

## My invoices

Credit account: 392878

**MAKE A PAYMENT**      **ACTIVITY & STATEMENTS**

To make payments online, you need to setup at least one bank account.

Bank Name \*

ABA (Routing) Number \*

Bank Account Number \*

Confirm Bank Account Number \*

\* required

See page 2 for more >

Have questions, need help with how to read your invoice or pay online? Contact HTBS Credit.  
Phone: 888-431-2088  
Email: [help@HTBSCredit.com](mailto:help@HTBSCredit.com)

**HiTouch**  
BUSINESS SERVICES

# HTBS Credit Making a Payment

Go to 'Account' and select 'Online Invoices' to choose your payment option

- Pay the current account balance (includes payments and credits made after your last bill)
- Pay by transaction or order
- Download the selected information or click "Pay Selected"
- View anything Pending Charges

Finally:

- Choose a payment date
- Select 'Make payment'

## My invoices

Credit account: 392878

 alerts  settings

Navigation bar with tabs: MAKE A PAYMENT, ACTIVITY & STATEMENTS (selected), Account summary ^

Sub-tabs: My account balance, Invoice history, Payment history, Monthly statements

### My account balance

The transactions on this page show how we have calculated your current Account Balance.  
Note that any pending charges that have been deducted from your Available Balance may not yet be reflected in your Account Balance.

#### CURRENT ACCOUNT BALANCE

<input checked="" type="checkbox"/>	Transact date ▼	Order #	Transaction type	PO	Budget center	Invoiced amount	Payment amount	Remaining amount
0 of 0 selected								
<a href="#">Download selected</a> <a href="#">Pay selected</a>								<b>Total account balance:</b> <b>\$0.00</b>

#### PENDING CHARGES \*Not yet included in account balance

[Solve PC issues: 1 important message](#)

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