

Invoices Overview

This section covers the basic functions and features available to the user when viewing their Invoices.

My Invoices			
Current 0	\$0.00	1	Add To Cart
Past Due 0	\$0.00	2	Add To Cart
Total 0	\$0.00	3	Add To Cart
4		View My Invoices	

1. Current – By clicking **Add to Cart** next to the displayed *Current* balance, the user may access the Shopping Cart screen where all the current invoices are listed.
2. Past Due – By clicking **Add to Cart** next to the displayed *Past Due* balance, the user may access the Shopping Cart screen where all the unpaid and past due invoices are listed.
3. Total – By clicking **Add to Cart** next to the displayed *Total* balance, the user may access the Shopping Cart screen where all the invoices are listed.
4. By clicking **View My Invoices** the user is taken to a screen that lists all their invoices.

My Invoices

5 Unpaid 6 Paid 7 Voided

9 Search for invoice number, case number, or address Exact Match

8 Display All Invoices

10 Sort Amount Due

Invoice Number	Amount Due	Status	Case Number	Address	Select All
No records to display.					

11 Add To Cart

- Unpaid – Shows only unpaid invoices.
- Paid – Shows only paid invoices.
- Voided – Shows only voided invoices.
- Display – Further filters the list of invoices to only display the invoices of the type selected from the drop-down menu.
- Search – This box allows the user to search for an invoice by either invoice number, case number, or address. The information does not necessarily need to be complete as the search will return partial matches. If the *Exact Match* box is checked, then the information does need to be exactly correct as it will only return results that exactly match the search criteria.
- Sort – Sorts the list of invoices by the criteria selected from the drop-down menu.
- Add to Cart – This button will add the selected invoice(s) to the shopping cart screen where the user may then pay the selected fee(s).

Shopping Cart

Total \$25.00

Check Out

Invoice: [blurred] Description: NONE
Due Date: [blurred] Billing Contact: [blurred]

Case Number	Project	Case Address	Amount Due
[blurred]	[blurred]	[blurred]	\$25.00

12 Remove

Top | Main Menu

Total \$25.00

13 Check Out

- Remove – Clicking this button will remove that particular invoiced fee from the list and thus your total in the cart.
- Check Out – Takes the user to a payment screen to complete the payment of the invoiced fee(s) selected in the shopping cart.