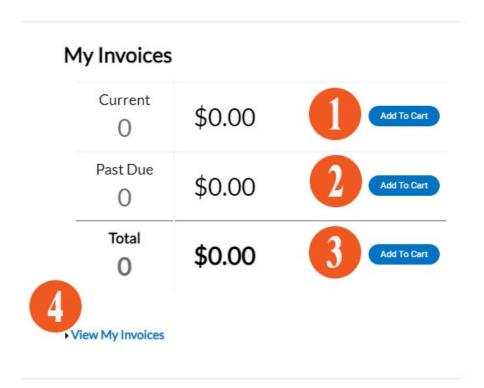
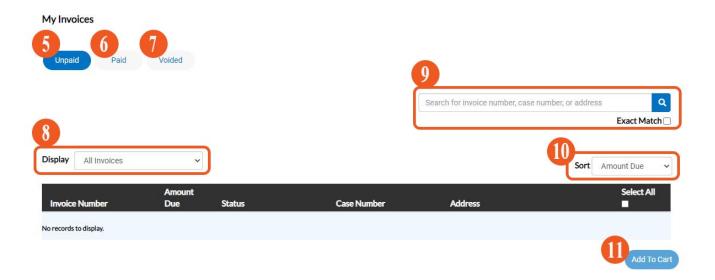
Invoices Overview

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



- 5. Unpaid Shows only unpaid invoices.
- 6. Paid Shows only paid invoices.
- 7. Voided Shows only voided invoices.
- 8. Display Further filters the list of invoices to only display the invoices of the type selected from the drop-down menu.
- 9. 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 willonly return results that exactly match the search criteria.
- 10. Sort Sorts the list of invoices by the criteria selected from the drop-down menu.
- 11. 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).



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