

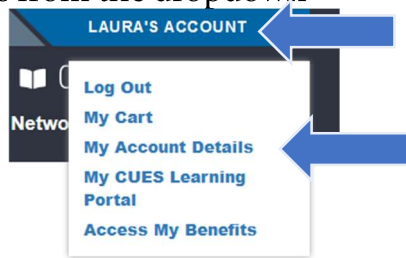


Paying Invoices Online

Purpose: To pay an invoice online via credit card. This process is for invoices that are already existing.

Process:

1. Access www.cues.org
2. Login
 - If don't know how to login, please see Logging into CUES
3. Click Your Account (this will show your name once you're logged in). Then click My Account Details from the dropdown



4. In your Account Details page, under My Invoices is where you'll see all unpaid invoices.
 - If you are a company admin, you'll be able to view and pay all invoices for the credit union.
 - If you are not a company admin, you'll be able to view and pay your own invoices.
5. To view all invoices, click view all invoices.

Invoice	Invoice Date	Description	Payments	Balance	Due Date	
670499	09/09/2019	CUES - Unlimited (01/01/2020-12/31/2020)		\$0.00	\$3,995.00	01/01/2020

[See All Invoices](#)

[Pay Invoices](#) [View Order History](#)

6. You'll now see all open invoices (Admin will see all credit union invoices)
 - Select the invoice you'd like to pay and click Add to Shopping Card

Show invoices for

Select All

<input checked="" type="checkbox"/>	Invoice	670499	Date	09/09/2019	Invoice Due	01/01/2020	PO#
	CUES - Unlimited (01/01/2020-12/31/2020) (Digital Credit Union Management)						
	CUES Unlimited Group Membership Renewal \$0-\$249M for Monroe County Cmnty CU						\$3,995.00
							Balance Due: \$3,995.00

[Go to shopping Cart](#)

7. You'll be directed to your Cart

- Select Credit Card in the Payment Options Dropdown
- Enter your credit card info
 - All information for credit card payments are required
- Click Submit

Payment Information

Payment Options :

Payment Type

Card Number

Security Code

[What is this?](#)

Expiration Date (Month)

(Year)

Card Holder

Billing Address Street 1

Billing Address Street 2

City

State/Province

Postal Code

Country

*If you have any questions or concerns, please contact the Membership Team
 Phone: 608.271.2664 ext. 340
 Email: cues@cues.org*