

Question: How do I pay my invoice(s) online?

There are 2 payment methods to choose from: **ACCOUNT BALANCE** or **BALANCE DETAIL**.

- The first method from the **Ebill Home** page, is to select **ACCOUNT BALANCE**:

The screenshot displays the 'Account Balance' page for 'World's Greatest Hallmark'. The page includes a navigation sidebar on the left with 'Account Balance' highlighted in red. The main content area features three tables: 'Customer Account Summary', 'Customer Account - Most Recent Activity', and 'Customer Account - Aging Information'. A green box highlights the 'Balance' row in the first table, which shows a balance of 157,442.34 USD as of 03/14/2016.

Customer Account Summary			
Amount Description	Amount	Currency	As of Date
Credit Limit	1,000,000.00	USD	06/30/2014
Balance	157,442.34	USD	03/14/2016
Overdue Balance	156,812.98	USD	03/14/2016

Customer Account - Most Recent Activity			
Transaction Type	Transaction ID	Amount	Currency Date
Most Recent Invoice	15735727	629.36	USD 02/14/2016
Most Recent Payment	50220386	-13,854.53	USD 12/27/2010

Customer Account - Aging Information				
Days Overdue	Aging Amount	Currency	Count	As of Date
Current	83,340.36	USD	82	02/16/2016
PastDue 1-15	36,201.50	USD	44	02/16/2016
PastDue 16-30	11,941.87	USD	15	02/16/2016
PastDue 31-45	19,615.50	USD	29	02/16/2016
PastDue 46-60	-79.20	USD	1	02/16/2016
PastDue 61-90	6,196.50	USD	6	02/16/2016
PastDue 91-120	321.21	USD	7	02/16/2016
PastDue > 121	-95.40	USD	2	02/16/2016

- From the main **Account Balance** page, you can choose any of the blue Aging Amount hyperlinks that you're interested in, and view additional details for that amount. You can click on any of the various quantities displayed: current balance amount, overdue balance amount, most recent invoice, etc.

Paying your Bill

- After clicking the Aging Amount link that you're interested in, you can review the invoice(s), and then click **ADD TO PAYMENT CART** if you want to pay all the invoices in your Balance Total.
- If you don't want to pay all the invoices displayed on the page, you can click on individual **Item ID** hyperlinks, and then choose to **Add to Payment Cart** for each item.
- Or you can click on the **Return to Account Balance Summary** link to go back to the Account Balance page.

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Account Balance

Account Aging Detail by Days Overdue
World's Greatest Hallmark

Show Breakdown Balances by

Invoice Status: Open
Division: EGVAR Enesco - AR Business Unit
Days Overdue: PastDue 61-90
Balance Total: 6,196.50 Currency: USD

Open Invoices Detail Find | View All | First 1-6 of 6 Last

Item ID	Line Type	Payment Terms	In Dispute	In Collection	Due Date	Customer Balance	Currency
15647676	Invoice	030	<input type="checkbox"/>	<input type="checkbox"/>	11/26/2015	1,400.00	USD
15647745	Invoice	030	<input type="checkbox"/>	<input type="checkbox"/>	11/26/2015	3,745.00	USD
15647791	Invoice	030	<input type="checkbox"/>	<input type="checkbox"/>	11/26/2015	128.00	USD
15647797	Invoice	030	<input type="checkbox"/>	<input type="checkbox"/>	11/26/2015	789.00	USD
15649437	Invoice	030	<input type="checkbox"/>	<input type="checkbox"/>	11/27/2015	140.00	USD
15687918	CreditMemo	000	<input type="checkbox"/>	<input type="checkbox"/>	12/07/2015	-5.50	USD

[Add to Payment Cart](#)

[Return to Account Balance Summary](#)

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Payment Cart
 USD 36,201.50
[Payment Cart](#)
[Make Payment](#)

Paying your Bill

2. The 2nd method for paying your invoice(s) online is to select **Balance Detail** from the **Ebill** menu, and then select one invoice at a time by clicking the invoice number to add it to the payment cart:

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Payment Cart

USD 661.36

- [Payment Cart](#)
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Balance Detail

World's Greatest Hallmark

If the invoice does not appear in the list below, use [Invoice Search](#).

Click on Invoice ID to see invoice detail information.

Balance Detail							Find View 100	First 1-25 of 185 Last
Invoice Id	Type	Status	In Dispute	In Collection	Due Date	Customer Balance	Currency	
15598413	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	10/21/2015	32.00 USD		
15598414	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	10/21/2015	96.00 USD		
15612155	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2015	500.00 USD		
15647676	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	11/26/2015	1,400.00 USD		
15647745	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	11/26/2015	3,745.00 USD		
15647791	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	11/26/2015	128.00 USD		
15647797	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	11/26/2015	789.00 USD		
15649437	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	11/27/2015	140.00 USD		
15687918	CreditMemo	Open	<input type="checkbox"/>	<input type="checkbox"/>	12/07/2015	-5.50 USD		
15691309	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/08/2016	420.00 USD		
15691316	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/08/2016	160.00 USD		
15696374	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2016	376.00 USD		
15696376	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2016	1,064.00 USD		
15696377	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2016	1,086.00 USD		
15696378	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2016	636.00 USD		
15696379	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2016	513.00 USD		
15696385	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2016	64.00 USD		
15696386	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2016	96.00 USD		
15696387	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2016	32.00 USD		
15696388	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2016	64.00 USD		
15698837	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/16/2016	420.00 USD		
15698838	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/16/2016	1,277.50 USD		
15698839	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/16/2016	805.00 USD		
15698840	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/16/2016	1,907.50 USD		
15698841	Invoice	Open	<input type="checkbox"/>	<input type="checkbox"/>	01/16/2016	1,960.00 USD		

[Add to Payment Cart](#)

Paying your Bill

- For both methods, when you can click on one invoice at time and choose **Add to Payment Cart** to pay the invoice individually rather than multiple invoices in a group, you will see the **Invoice Summary** page:

The screenshot displays the Enesco eBill interface. At the top, there is a navigation bar with the Enesco logo on the left and a welcome message: "Welcome, Nancy Solis! Representing: World's Greatest Hallmark". Navigation links include Home, Profile, Contact Us, and Sign Out. Below the navigation bar, the page title is "Account Balance" and the main heading is "Invoice Summary". The invoice details are as follows:

Invoice ID:	15735727	
Invoice Status:	Open	
Customer Balance:	629.36	Currency: USD
Type:	Invoice	
Due Date:	03/15/2016	
Division:	Enesco - AR Business Unit	
Customer:	World's Greatest Hallmark	
Payment Terms:	030	
Payment Method:	Check	
Dispute Status:		
Collection Status:		

Below the invoice details, there are links for "Activities" and "Invoice Detail". A yellow button labeled "Add to Payment Cart" is highlighted with a red rectangular box. At the bottom of the page, there is a link to "Return to Account Balance Summary". On the left side of the page, there is a sidebar with "eBill Payment Links" and "Payment Cart" sections. The "Payment Cart" section indicates that the cart is empty.

Paying your Bill

- After you click **Add to Payment Cart**, you will see the **Payment Cart** page, and have the ability to:
 - Update Cart
 - Select All (Invoices)
 - Deselect All (Invoices)
 - Empty Cart
- You also have the ability to change the payment amount and enter a reason for your change (ie. Damaged, Discount, Pricing, Pymnt Plan, RMA, Shortages) (see red circle below).
- A credit amount can only be applied to a balance that already exists in the payment cart. An individual credit cannot be added to the payment cart when there is no balance to which it can be applied.
- A Comments section is also provided for your use in case you'd like to communicate with the Enesco Accounts Receivable team.
- Once you're satisfied with your payment total, you can make the payment by clicking the **Make Payment** hyperlink at the bottom of the page (see blue circle below):

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Account Balance

Payment Cart

The invoices shown below are currently in your Payment Cart. Please note that your changes may not be saved until you click on the Update Cart button. When you select Make Payment, the selected invoices will be paid.

Sort invoices by: Invoice ID Ascending Sort

Invoices in the Cart Find | View All | First 1 of 1 Last

Pay Invoice ID	Line	Due Date	Customer Balance	Currency	Payment Amount	Reason	Division
<input checked="" type="checkbox"/>	15716302	02/19/2016	590.00	USD	590.00		Enesco

Total Counts and Amounts by Currency

Currency	Count	Customer Balance	Selected	Payment Amount
USD	1	590.00	1	590.00

Comments:

Update Cart Select All Deselect All Empty Cart

Make Payment

[Return to Invoice Detail](#)

- Click **Pay This Amount** on the **Make Payment** page to proceed to credit card information:

eBill Payment Links

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- [Payment History](#)
- [My Preferences](#)
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- [Order Management Home](#)

Payment Cart

USD	590.00
Payment Cart	
Make Payment	

Make Payment

Please select the Payment Method used to pay the amounts. The payment is by currency. If you want to pay only the amount for a particular currency, click on the "Pay This Amount" button to continue. If you want to pay the amounts for all the currencies, click on "Pay All The Amounts" button to continue.

If you are short paying an invoice, please provide a comment.

Payment Method: Credit Card

Comments:

Payment Amounts by Currency

Currency	Payment Amount	
USD	590.00	Pay This Amount

- Enter the Credit Card information, and then click **NEXT** at the bottom of the page to go to the **Credit Card Payment Verification** page:





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Make Payment

Credit Card Payment

Payment Amounts by Currency

Currency	Payment Amount
USD	971.00

Credit Card Data

Enter the credit card information below:

*Credit Card Type:

*Credit Card Number: (ex: 4111111111111111)

Expiration Month: Expiration Year:

*First Name on Card:

*Last Name on Card:

Credit Card Verification

*Your E-mail Address:

Telephone:

Enter the billing address of the credit card:

Country: [Change Country](#)

Address 1:

Address 2:

Address 3:

City:

County: Postal:

State:

* Required Field

Paying your Bill

- On the **Credit Card Payment Verification** page, you can review and confirm your information, then click **OK TO PAY** to process your payment. A message will be displayed to notify you whether your payment was accepted or not.

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Make Payment

Credit Card Payment Verification

Verify that the following information is correct. If you are satisfied with the payment information, click on "OK to Pay". Otherwise, click on the "Previous" button to make corrections.

Payment Amounts by Currency

Currency	Payment Amount
USD	36,201.50

Verification Information

Credit Card Type: VISA
 Credit Card Number: XXXXXXXXXXXX1111
 Expiration Month: 09 Expiration Year: 2019
 First Name on Card: Nancy
 Last Name on Card: Solis

[Previous](#) [OK to Pay](#)

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Payment Cart

USD	36,201.50
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[Make Payment](#)