How to pay a balance due on an Invoice

Sign into llltoronto.org

Navigate to Invoices from the Welcome box:

If the Welcome box and red spot are not visible, click on the My Profile link at the top of the page to. The Welcome box will be at the top right of the page.

The invoices page (Store & Events) is opened.

You can see that the Status is ‘Open’, this means that the payment is outstanding. To make the payment click on the credit card icon or select that line item and click Pay Selected Invoices

See next page for Invoice Information and below that the window where you can enter your credit card information to pay the invoice.

Note: Debit cards do not work and also the credit card expiry year must be entered as 4 digits e.g. 2023.
Enter credit card (or PayPal) information.

Expiry year is 4 digits, YYYY e.g. 2023

Enter Billing information.

Click Submit Payment to complete the transaction.

Once the invoice has been paid, the red message spot on the Profile will disappear.

Thank you!