



# Transact How To Guides

## Manage My Account Payment Features

Welcome to Transact.

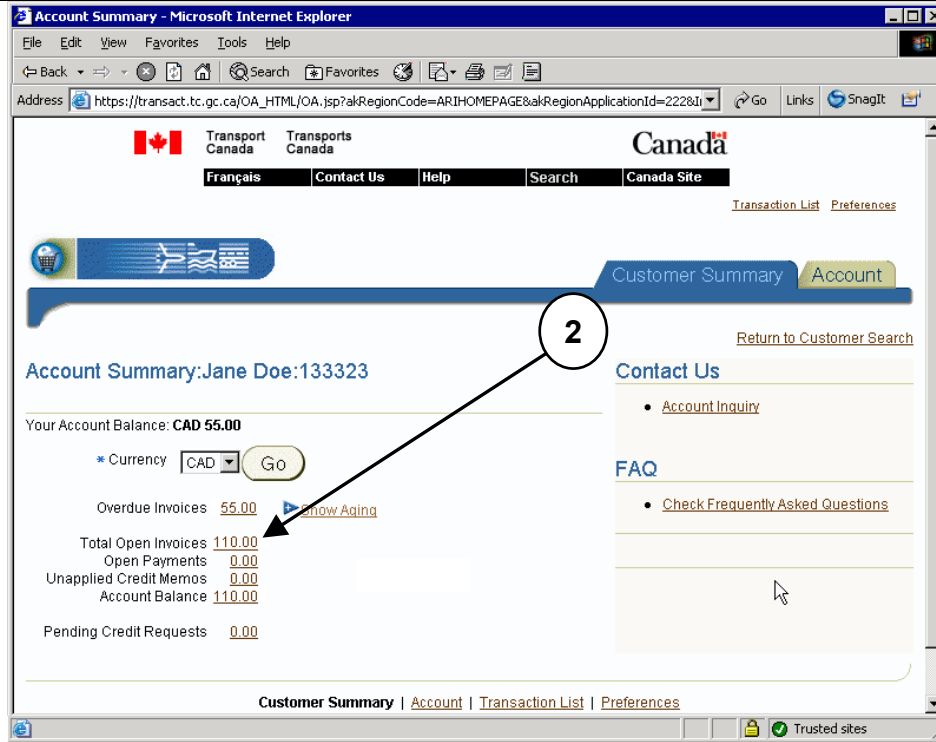
This guide demonstrates how to pay for existing transactions using the Manage My Account web application.

**Transact-04**

# Transact How To Guides

## Manage My Account Payment Features

### Step 1: Paying for Transactions Using Manage My Account



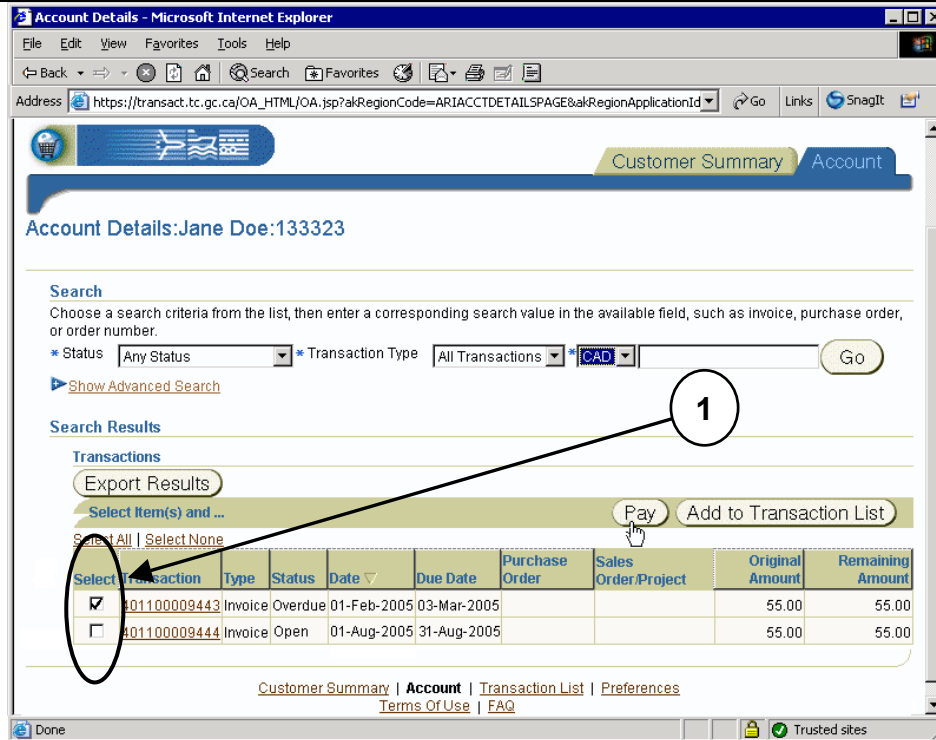
### Instructions

Paying for transactions is easy using Manage My Account. To begin:

1. Navigate to the Account Summary page.
2. Click on the **Total Open Invoices** link.

**Note:** For details on how to get to the Account Summary page, see the **Manage My Account Navigation and General Features How To Guide**.

### Step 2: Selecting Transactions for Payment



### Instructions

In the **Account Details** page:

1. Select the desired transactions using the checkboxes beside their transaction numbers in the **Select** column.
2. Then click on the **Pay** button to begin the payment process.

**Note:** If you have a large list of invoices, you can use the search functionality to highlight the desired transactions. See the **Manage My Account Navigation and General Features How To Guide** for details.

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## Step 3: Entering Credit Card Information

**Advanced Payment**

Follow the sections below to submit your payment. Note only invoices in Canadian dollars (CAD) may be paid online with a credit card and payments cannot exceed \$5,000.00 CAD.

\* Indicates fields that are required.

**Select Payment Method**  
Select the payment method and click Go.

\* Payment Method

**New Credit Card**  
Enter the new credit card information.

\* Credit Card Type  \* Credit Card Number   
\* Expiration Date /  \* Card Holder Name

**Enter Payment Details**

- Accept the Balance Due to pay in full.
- Enter a Payment Amount to make a partial payment.
- Click Recalculate to view the revised Balance Due for future or partial payments.
- Click Reset to Default to revert to the default amount. Note only invoices in Canadian dollars (CAD) may be paid online with a credit card and payments cannot exceed \$5,000.00 CAD.

Remaining Balance 55.00 CAD  
Total Payment Amount 55.00 CAD  
Balance Due 0.00 CAD

## Instructions

When the **Pay** button is selected, you will be transferred to the:

- Advanced Payment** page if it is the first online payment for the account and credit card details are needed; or
- Quick Payment** page if credit card information already exists for the account (see **Step 5**).

To enter credit card information in the Advanced Payment page:

1. Scroll down to the **New Credit Section**.
2. Enter your credit card details.

## Step 4: Completing the Payment

**Enter Payment Details**

- Accept the Balance Due to pay in full.
- Enter a Payment Amount to make a partial payment.
- Click Recalculate to view the revised Balance Due for future or partial payments.
- Click Reset to Default to revert to the default amount. Note only invoices in Canadian dollars (CAD) may be paid online with a credit card and payments cannot exceed \$5,000.00 CAD.

Remaining Balance 55.00 CAD  
Total Payment Amount 55.00 CAD  
Balance Due 0.00 CAD

**Installment Summary**

Invoice Number	Invoice Date	Due Date	Payment Terms	Amount Due Remaining	Discount Amount	Payment Amount	Service Currency Charge Code
401100009443	01-Feb-2005	03-Mar-2005	NET 30	55.00	0.00	55.00	0.00 CAD
Recalculate Total						55.00	

Return to Account Details

[Customer Summary](#) | [Account](#) | [Transaction List](#) | [Preferences](#)  
[Terms Of Use](#) | [FAQ](#)

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## Instructions

1. Scroll to the bottom of the page.
2. The balance due will default in the **Payment Amount** field.
3. Accept paying the balance due in full; or
4. Enter a lesser amount if desired in the **Payment Amount** field and click on the **Recalculate** button.
5. Then click on **Pay Now** to complete the payment.

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## Manage My Account Payment Features

### Step 4: Completing the Payment Cont...

**Confirmation**

- Your credit card information was saved.
- We have received payment 400002305 and applied it against the invoice(s) you selected. The authorization code for your credit card payment is ET4904. To return to Account Details, click on the Return to Account Details link below.

**Customer Payment**

Customer Address  
**Jane Doe**  
 1234 10TH AVENUE  
 OTTAWA, ON K2C 1Y2

Payment Number		400002305	
Payment Date	Deposit Date	01-Sep-2005	01-Sep-2005
Customer Bank	Status		
Credit Card Bank	Confirmed		
Credit Card Number	Card Holder Name	4111*****	Jane Doe
Customer Number	Customer Location	133323	1234 10TH AVENUE, OTTAWA ON

Total Payment Amount	Amount Applied	Amount Unapplied	Amount on Account
CAD 55.00	55.00	0.00	0.00

Date	Activity Type	Activity Status	Amount(CAD)	Transaction	Original Transaction Amount	Transaction Balance
01-Sep-2005	Payment	Confirmed	55.00			
01-Sep-2005	Invoice	Applied	55.00	401100009443	55.00	0.00

Comments

[Return to Account Details](#)      [Printable Page](#)      [Export](#)

### Instructions

- Once the payment has been accepted, a confirmation page will appear.
- Select the **Printable Page** button and print the confirmation page for your records.

### Step 5: Using the Quick Payment Page

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**Quick Payment**

To pay the selected invoice(s) in full using the payment method described below, click Pay Now. To change the payment amount or the payment method, click Advanced Payment. Note only invoices in Canadian dollars (CAD) may be paid online with a credit card and payments cannot exceed \$5,000.00 CAD.

[Advanced Payment](#)

**Payment Information**

Credit Card: Visa 4111\*\*\*\*\*      Remaining Balance: 55.00 CAD  
 Expiration Date: 09/2006      Total Payment Amount: 55.00 CAD  
 Balance Due: 0.00 CAD

[Cancel](#)      [Pay Now](#)

Click Pay Now when you are ready to submit your payment.

**Installment Summary**

Invoice Number	Invoice Date	Due Date	Payment Terms	Amount Due Remaining	Discount Amount	Service Charge Code	Currency
401100009443	01-Feb-2005	03-Mar-2005	NET 30	55.00	0.00	0.00	CAD

[Return to Account Details](#)      [Cancel](#)      [Pay Now](#)

[Customer Summary](#) | [Account](#) | [Transaction List](#) | [Preferences](#)  
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### Instructions

Once your first payment has been completed you will be automatically transferred to the Quick Payment page whenever the **Pay** button is selected. The credit card information displayed will default from the last payment you made in Manage My Account.

At that time, if you want to pay for the transactions selected in full using the same credit card, simply click on the **Pay Now** button.

Otherwise, by clicking on **Advanced Payment**, you are transferred to the Advanced Payment page where you may change the credit card to be used or the amount to be paid before completing the payment.