

## To pay an OPEN balance:

1. Log on to your account.

You will see a box called Open Balance (Red Circle in screen shot below)

2. Click on View/Pay (Highlighted in yellow in screen shot below)

A New page will open that says My Orders.

Look for the Pending order that says [Pay] below it.

(Purple circle in screen shot below)

3. Click on [Pay] to open the payment page. Scroll to the bottom to enter your credit card .

