## **Pay Invoices**

Last Modified on 11/18/2021 9:03 am CST

When you receive an invoice from your childcare provider, you typically receive an email notification. A notification also displays in the top-right corner in KidKare. You can pay your invoices from the Invoices page or from the View Invoice page. To set up AutoPay for future invoices, see Set Up & Manage AutoPay.

**Note:** If your center sends you recurring invoices, you will also receive a notification via email and in KidKare if the amount charged changes.

## Pay Invoices from the Invoices Page

When you pay invoices from the Invoices page, you can pay multiple invoices at the same time, if needed. This view also provides you with an overview of the charges, the invoice status, and so on.

Home	Invoice	·c							Pay Online					
Invoices														
Payment Settings ~	Date \$		Invoice # 💠	Payer(s)	Participant(s)	Status 💠	Billing Period	Amount	Balance					
Reports	Clear All 🔻			All Participants 🔹	All Statuses 🔹		= •	= ¥						
Messages	09/30/2020 10080 Julia father qa Julia mother qa		Julia qa	Unpaid	09/03/2020 - 09/18/2020	\$100.00	\$100.00							
Get Help	09/24/2020 10029 Julia father qa Julia mother qa		Julia father qa Julia mother qa	Julia qa	Paid	09/21/2020 - 10/02/2020	\$168.00	\$0.00						
(C)	0	09/24/2020	10016	Julia father qa Julia mother qa	Julia qa	Declined	09/23/2020 - 09/29/2020	\$100.00	\$100.00					
	0	09/24/2020	10013	Julia father qa Julia mother qa	Julia qa	Paid	07/01/2020 - 09/30/2020	\$100.00	\$0.00					
		09/24/2020	10012	Julia father qa Julia mother qa	Julia qa	Declined	08/12/2020 - 09/30/2020	\$100.00	\$50.00					
	0	09/24/2020	10007	Julia father qa Julia mother qa	Julia qa	Paid	09/23/2020 - 09/30/2020	\$100.00	\$0.00					
		09/24/2020	10005	Julia father qa Julia mother qa	Julia qa	Unpaid	09/10/2020 - 09/10/2020	\$100.00	\$100.00					
	0	09/24/2020	10004	Julia mother qa	Julia qa	Unpaid	09/04/2020 - 09/04/2020	\$92.00	\$92.00					
		09/24/2020	10002	Julia father qa Julia mother qa	Julia qa	Unpaid	09/01/2020 - 09/16/2020	\$80.00	\$80.00					
	Display 1	Display 10 • records Showing 1 to 9 of 9 entries.												
				\$ \$418.	00 S522.00 S440.0	00								

1. From the menu to the left, click Invoices. The Invoices page opens.

2. Check the box next to each invoice to pay. You can select as many invoices, as needed.

Tip! Click the Status drop-down menu to filter to Unpaid, Partial, and Declined invoices. This will show you only those invoices that have yet to be paid in-full.

3. Click Pay Online in the top-right corner. The Online Payment pop-up opens.

Onli	ne Payment			×						
	Invoice Date	Invoice #	Balance	Amount to pay						
	09/30/2020	10080	\$100.00	\$ 100						
	09/24/2020	10016	\$100.00	\$ 100						
	09/24/2020	10012	\$50.00	\$ 50						
	09/24/2020	10005	\$100.00	\$ 100						
				Payment \$350.00						
				Fee \$ 0.00						
				Total \$350.00						
	Cancel Pay with Bank Account 🔻									

Note: You can also click the amount in the **Balance** column. The Balance Details pop-up opens. Click **Pay Online**. The Online Payment pop-up opens.

- 4. Review the payments and make any adjustments in the Amount to Pay boxes.
- 5. Click Pay, or click and choose from the following:
  - New Credit Card
  - Active Credit Card
  - Bank Account
- 6. At the confirmation prompt, click Pay.

**Note:** The Pay options depend on what accounts you have set up on the Accounts page. See **Manage Payment Methods** for more information.

Return to Top

## Pay Invoices from the View Invoice Page

Paying an invoice from the View Invoice page allows you to view invoice details before proceeding with payment.

1. From the menu to the left, click Invoices. The Invoices page opens.

Tip! Click the Status drop-down menu to filter to Unpaid, Partial, and Declined invoices. This will show you only those invoices that have yet to be paid in-full.

2. Click the invoice to pay. The View Invoice page opens.

											Guar	dian 🔰 Julia moti	her qa (juliamotherqa®yo	opmail
n 🛛 🕹	A > Invoices > View Invoice													
& Home	Invoices		Invoice Details - Invoice #10	080									Pay O	nline
Invoices	Invoices													
Payment Settings ~	10/05/2020 - #10054 Julia mother ga, Julia father ga	Partial	aaid											
Reports	For Julia qa		Unit Little Rainstorn	15					_					_
Messages	10/05/2020 - #10061 Julia mother qa	Unpaid	1212 Loop Twe Dallas TX 7508	lve 0				Balanc \$100	e Due 0.00				INVOICE	-
Get Help	For Julia qa		Tax ID:					L					#10080	
) Logout	Julia mother qa, Julia father qa	Declined												
۲	For Julia qa 09/30/2020 - #10080 Julia mother qa, Julia father qa For Julia qa	Unpaid	Billed To: Julia mother qa 192 NGL LA, CA 77777								ir Ti B	ivoice Date: erms: illing Period: ayment Options:	09/30/2020 Due in 12 Days 09/03/2020 - 09/18/202 Cash/Check 👐 ePay	0
	09/24/2020 - #10002 Julia mother qa, Julia father qa <i>For Julia qa</i>	Unpaid	PARTICIPANT		RATE		RATE TYPE		QTY	FEE	DISCO	UNT	TOTAL	
	09/24/2020 - #10004 Julia mother qa <i>For Julia qa</i>	Unpaid	Julia qa		\$250.00		TwoWeeks		1	\$0.00	\$0.00		\$250.00	
	09/24/2020 - #10005 Julia mother da Julia father da	Unpaid										TOTAL	\$100.00	
	For Julia qa											CREDIT APPLIED	\$0.00	
	09/24/2020 - #10012 Julia mother qa, Julia father qa	Declined										PAYMENTS MADE	\$0.00	
	For Julia qa 09/24/2020 - #10016	Declined										CREDIT BALANCE	\$275.00	
	Julia mother qa, Julia father qa For Julia qa		RELATED O	PEN INVOI	CES							CREDIT DADARCE	\$275.00	
			Invoice Date	Invoice #	Balance	Due Date								
			09/24/2020	#10005 #10004	\$100.00 \$92.00	09/24/2020	)							
			09/24/2020	#10002	\$80.00	09/24/2020								
			09/24/2020	#10012	\$50.00	09/24/2020								
			09/24/2020	#10016 #10054	\$100.00	09/24/2020	2							
			10/05/2020	#10034	3100.00	10/05/2020	·							

- 3. Review the invoice details.
- 4. Click Pay Online in the top-right corner. The Online Payment pop-up opens.

Online Payment X											
	Invoice Date	Invoice #	Balance	Amount to pay							
	09/30/2020	10080	\$100.00	\$ 100							
				Payment	\$100.00						
				Fee	\$ 0.00						
				Total	\$100.00						
	Cancel Pay with Bank Account 💌										

- 5. Review the payment and make any adjustments in the Amount to Pay boxes.
- 6. Click Pay, or click and choose from the following:
  - New Credit Card
  - Active Credit Card
  - Bank Account
- 7. At the confirmation prompt, click **Pay**. The invoice is moved to Partial (if you only paid a portion of the total amount due) or Paid status.
- Once payment is complete, you can select another invoice to pay from the list to the left. Repeat Steps 3-7 for each invoice to pay.

**Note:** The Pay options depend on what accounts you have set up on the Accounts page. See **Manage Payment Methods** for more information.