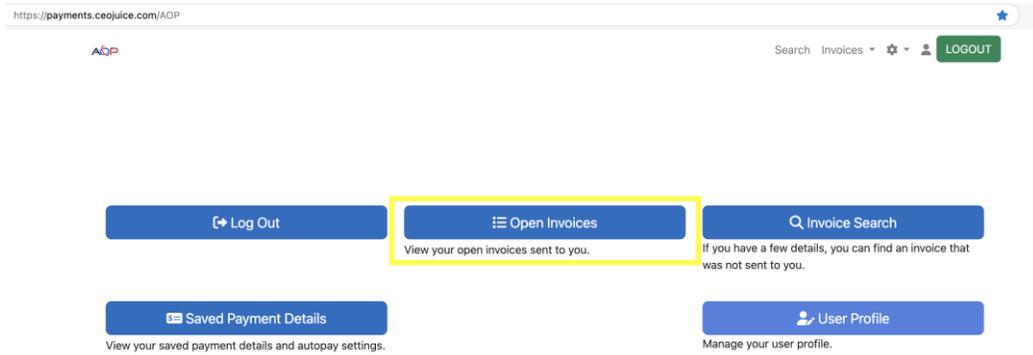




How to Pay Invoices (when logged in):

Making a one-time payment

- From the main page, click on **Open Invoices**.



- You will see all open invoices.
Your payment portal email account must be the one associated with receiving invoices to see open invoices.

Don't see the invoice you're looking for? You can search by invoice number. Use the link above.



Invoice Date	Due Date	Invoice Amount	Balance Remaining			
IN125581 	3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125582 	3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125583 	3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125584 	3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125585 	3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125586 	3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
			\$6.00	\$6.00		

- To make a payment for one invoice, click on **Pay this invoice**.



Invoice Date	Due Date	Invoice Amount	Balance Remaining			
IN125581 	3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125582 	3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125583 	3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125584 	3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125585 	3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
IN125586 	3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
			\$6.00	\$6.00		

- You will then see invoice details with a download icon to obtain a copy of the invoice and your two payment options.
- Select your payment option, ACH or credit card.

AOP

Other Invoice: IN125581
 Invoice Date: 3/12/2025
 Due Date: 3/22/2025
 Invoice Amount: \$1.00

Test Invoice #1
 Invoice Balance: \$1.00

ar@aopinc.com
www.aopinc.com

Payment Amount: \$ 1.00

Card		Bank	
Amount	\$1.00	Amount	\$1.00
Fee - 3% Credit, 0% Debit	\$0.03	Fee	\$0.00
Total	\$1.03	Total	\$1.00

Click above to select payment by bank or card.

Routing Number *
 Account Number *
 Verify Account Number *
 Name on Account *
 Postal Code *

First Name *
 Last Name *
 Email *

Automatically pay invoices from AOP using these payment details.

Pay \$1.00

AOP

Other Invoice: IN125582
 Invoice Date: 3/12/2025
 Due Date: 3/22/2025
 Invoice Amount: \$1.00

Test Invoice #2
 Invoice Balance: \$1.00

ar@aopinc.com
www.aopinc.com

Payment Amount: \$ 1.00

Card		Bank	
Amount	\$1.00	Amount	\$1.00
Fee - 3% Credit, 0% Debit	\$0.03	Fee	\$0.00
Total	\$1.03	Total	\$1.00

Click above to select payment by bank or card.

Card Number *
 Expiration Date *
 CVV *

First Name *
 Last Name *
 Email *
 Postal Code *

Automatically pay invoices from AOP using these payment details.

Pay \$1.03

- Enter payment details.
- Press the green **Pay** button at the bottom of the form. You cannot overpay invoices, but you can underpay them by changing the amount at the top of the form.
- A payment confirmation number will pop up and you will receive an email confirmation.

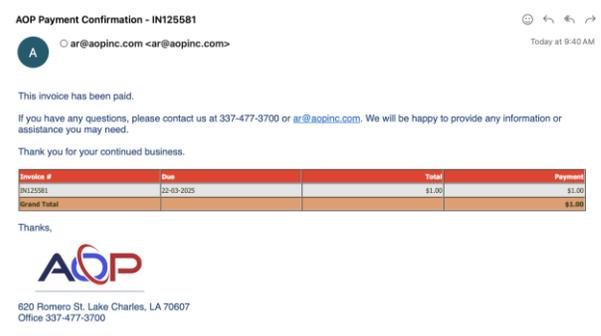
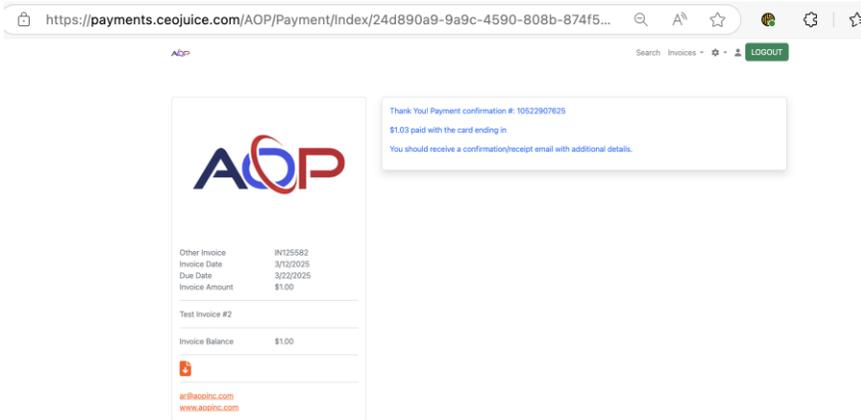
AOP

Other Invoice: IN125581
 Invoice Date: 3/12/2025
 Due Date: 3/22/2025
 Invoice Amount: \$1.00

Test Invoice #1
 Invoice Balance: \$1.00

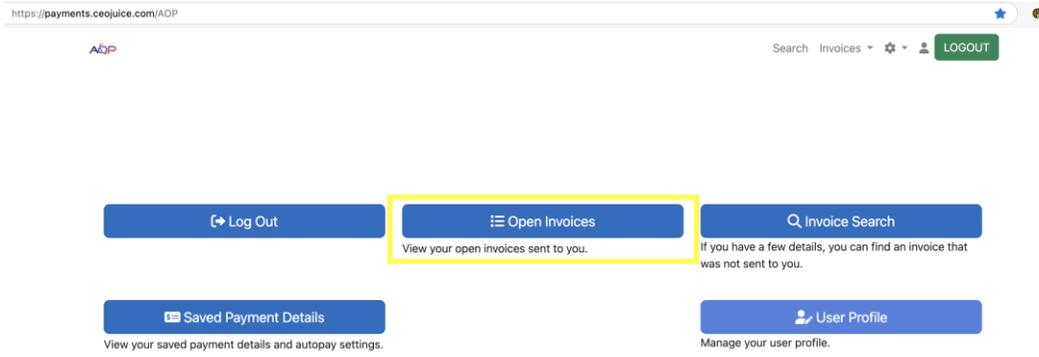
ar@aopinc.com
www.aopinc.com

Thank You! Payment confirmation #: 10522879718
 \$1.00 paid with the account ending in
 You should receive a confirmation/receipt email with additional details.



Paying multiple invoices with one payment

- From the main page, click on **Open Invoices**.



- You will see all open invoices.
Your payment portal email account must be the one associated with receiving invoices to see open invoices.

Don't see the invoice you're looking for? You can search by invoice number. Use the link above.

Invoice Date	Due Date	Invoice Amount	Balance Remaining		
IN125581 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125582 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125583 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125584 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125585 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125586 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
		\$6.00	\$6.00		

- Select **Add to the batch queue** for each invoice you want to pay and then click on **Pay** at the bottom to open the payment screen.

://payments.ceojuice.com/AOP/Invoice

Invoice Date	Due Date	Invoice Amount	Balance Remaining		
IN125583 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125584 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125585 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125586 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
		\$4.00	\$4.00	Pay \$2.00	

- The invoices you choose to pay are listed on the left and the total amount at the top.

https://payments.ceojuice.com/AOP/Payment/Batch?keys=29595dec-7626-4a01-94a0-...

AOP Search Invoices LOGOUT



Invoice IN125583 \$1.00
Invoice IN125584 \$1.00
Total \$2.00

ar@aopinc.com
www.aopinc.com

Payment Amount \$ 2.00

Card	Bank
Amount \$2.00	Amount \$2.00
Fee : 3% Credit, 0% Debit \$0.06	Fee \$0.00
Total \$2.06	Total \$2.00

Routing Number *

Account Number *

Verify Account Number *

Name on Account *

First Name *

Last Name *

Email *

Postal Code *

Automatically pay invoices from AOP using these payment details.

Pay \$2.00

- Enter payment details.
- Press the green **Pay** button at the bottom of the form. You cannot underpay the total of the invoices when batch paying, you must pay the entire amount.
- A payment confirmation number will pop up, and you will also be emailed a payment confirmation.

https://payments.ceojuice.com/AOP/Payment/Batch?keys=29595dec-7626-4a01-94a0-...

AOP Search Invoices LOGOUT



Invoice IN125583 \$1.00
Invoice IN125584 \$1.00
Total \$2.00

ar@aopinc.com
www.aopinc.com

Thank You! Payment confirmation #: 10522827232

\$2.00 paid with the account ending in

You should receive a confirmation/receipt email with additional details.

AOP Payment Confirmation - IN125584



ar@aopinc.com <ar@aopinc.com>

Today at 10:00 AM

This invoice has been paid.

If you have any questions, please contact us at 337-477-3700 or ar@aopinc.com. We will be happy to provide any information or assistance you may need.

Thank you for your continued business.

Invoice #	Due	Total	Payment
IN125583	22-03-2025	\$1.00	\$1.00
IN125584	22-03-2025	\$1.00	\$1.00
Grand Total			\$2.00

Thanks,



620 Romero St. Lake Charles, LA 70607
Office 337-477-3700

How to Pay Invoices (while not logged in)

- You do not have to login to your account to pay invoices.
- Click on the link in the email you receive with your current invoice.



[Click here to make a payment](#)

If you have any questions, please contact us at 337-477-3700 or ar@aopinc.com. We will be happy to provide any information or assistance you may need.

Thank you for your continued business.

Thanks,



620 Romero St. Lake Charles, LA 70607
Office 337-477-3700

- It'll bring you straight to the payment page, but you will not be logged in.

https://payments.ceojuce.com/AOP/Payment/Index/a05ff785-2cbd-403f-9273-aba095...

AOP Search Invoices Logout

Payment Amount
\$ 1.00

Card		Bank	
Amount	\$1.00	Amount	\$1.00
Fee - 3% Credit, 0% Debt	\$0.03	Fee	\$0.00
Total	\$1.03	Total	\$1.00

Click above to select payment by bank or card.

Routing Number *

Account Number *

Verify Account Number *

Name on Account *

Postal Code *

First Name *

Last Name *

Email *

Automatically pay invoices from AOP using these payment details.

Pay \$1.00

- Enter your payment details and click the green **Pay** button. It'll send a payment confirmation to the email you enter on the payment page.
- Anyone with the payment link can make payments, however, only the email associated with accounts payable for your company will be able to set up a profile, schedule auto payments, and view outstanding invoices.