

## How to Pay Invoices (when logged in):

## Making a one-time payment

- From the main page, click on Open Invoices.

   https://payments.ceo/ukce.com/AOP
   ACP
   Search Invoices \* & + & LOGOUT
   ACP
   Image of the log Out
   Image of the log Out
- You will see all open invoices. Your payment portal email account must be the one associated with receiving invoices to see open invoices.

Invoice Date	Due Date	Invoice Amount	Balance Remaining		
IN125581 5 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125582 5 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125583 D 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125584 5 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125585 5 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125586 5 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
		\$6.00	\$6.00		

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

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	Don't see t	he invoice you're looking for? Yo	u can search by invoice numb	per. Use the link above.	
Invoice Date	Due Date	Invoice Amount	Balance Remaining		
IN125581	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125582	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125583 b 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125584 D 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125585 0 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125586 D 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	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.

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			Payment Amount	
		<u> </u>	\$ 1.00	
			Card Bank	
			Amount         \$1.00         Amount         \$1.00           Fee: 3% Credit, 0% Debit         \$0.03         Fee         \$0.00           Total         \$1.00         Total         \$1.00	
	Other Invoice Invoice Date	IN126581 3/12/2025	Click above to select payment by bank or card.	
	Due Date Invoice Amount	3/22/2025 \$1.00	Routing Number*	
	Test invoice #1		Account Number *	
	Invoice Balance	\$1.00	Verify Account Number *	
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- 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.



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			Thank You! Payment con \$1.03 paid with the card of You should receive a con	irmation #: 10522907625 Inding in Irmation/receipt email with addit	ional details.				
	Other Invoice Invoice Date Due Date Invoice Amount	IN125582 3/12/2025 3/22/2025 \$1.00							
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## Paying multiple invoices with one payment

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

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€+ Log Out	i⊟ Open Invoices	Q Invoice Search
	View your open invoices sent to you.	If you have a few details, you can find an invoice that
Saved Payment Details View your saved payment details and autopay settings.		was not sent to you.

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

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	Don't see t	the invoice you're looking for? Yo	u can search by invoice numb	ber. Use the link above.	
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Invoice Date	Due Date	Invoice Amount	Balance Remaining		
IN125581 5 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125582 皆 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125583 6 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	Add to the batch pay queue
IN125584 6 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 5 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.

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	AQP				Search In	nvoices +	🗢 - 🙎 LOGOUT	
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	Invoice Date	Due Date	Invoice Amount	Balance Remaining			Pay \$2.00 🕑	
	IN125583 5 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice		Add to the batch pay queue	
	IN125584 6 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice		Add to the batch pay queue	
	IN125585 5 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	۲	Add to the batch pay queue	
	IN125586 5 3/12/2025	3/22/2025	\$1.00	\$1.00	Pay this Invoice	۲	Add to the batch pay queue	
			\$4.00	\$4.00		Pay	\$2.002	

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

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	Payment Amount \$ 200	
	Card Bank	
	Amount         \$2,00         Amount         \$2,00           Fee:         3% Credit, 0% Debit         \$2,00         Fee         \$0,00           Total         \$2,00         Total         \$2,00	
Invoice IN125583 b \$1.00 Invoice IN125584 b \$1.00	Routing Number *	
Total \$2.00 ar@asolic.com	Account Number *	
WWW.abdirtc.com	Verify Account Number *	
	First Name *	
	Last Name *	
	Emal *	
	Automatically pay invoices from AOP using these payment details.	
	Bur #200	

- 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.



## 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.

Your rec	cent AOP invoice - IN125581	$\odot$ $\leftarrow$ $\leftarrow$ $\rightarrow$
	O ar@aopinc.com <ar@aopinc.com></ar@aopinc.com>	Tuesday, March 18, 2025 at 7:45 PM
A	To:	
	Inv_IN125581.pdf 36.5 KB	
	Download - Preview	
Click here	e to make a payment	
If you hav may need	ve any questions, please contact us at 337-477-3700 or <u>ar@aopinc.com</u> . We will b d.	be happy to provide any information or assistance you
Thank yo	ou for your continued business.	
Thanks,		
620 Rom	ero St. Lake Charles, LA 70607	
Office 33	7-477-3700	

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

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	Payment Amount 5 1.00
	Card         Bank           Amout         \$100           Fer 3% Crudit, 0% Deakt         \$100           Totel         \$100           Totel         \$100
Other Invoice IN125681 Invoice Date 3/12/2025 Due Date 3/22/2025 Invoice Amount \$1.00	Click above to select payment by bank or card. Routing Number *
Test Invoice #1 Invoice Balance \$1.00	Account Number *
8	Name on Account *
artiliagoinc.com www.acoinc.com	Postal Code *
	First Name *
	Lest 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.