

Log Into Bill Pay Portal

Log Into Bill Pay Portal at digitalc.org/billpay. Once logged in, you will be on the bill pay dashboard. Expand the side menu by clicking the small blue arrow in the top left by the logo to see the navigation menu.

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₿	Dashboard		Dashboard		
ជ	My products	\sim	_		
Ø	Finance	\sim	Account balance	Total amount	t due
	Messages		*0 00		
=	News		\$0.00	\$ O	Pay by AuthorizeNet
ß	Documents				

Set Up A Pre-Pay

Users with a credit card already on file: Type the amount you'd like to pre-pay into the Total Amount Due box and click Pay by AuthorizeNet. \$216 pays for Canopy, Powered by DigitalC for an entire year!

Dashboard		
Account balance\$0.00	Total amount due	Pay by AuthorizeNet



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Users that need to add a payment method: Navigate to Finance on the left hand navigation and then to AuthorizeNet Payment Credentials

Dashboard Account balance Total amount due	Dashboard Account balance Finance Documents 0 Pay by Au	DIGITAL		
Account balance Total amount due	Image: Second balance Total amount due Finance \$ 0 Documents \$ 0	Dashboard		
	Finance \$ 0 Pay by Au Documents \$ 0 Pay by Au	Account balance	Total amount	due

Enter your credit card/debit card information and click "save and allow for future charge".

€9 ⊵1	Finance / AuthorizeNet payment cre	dentials
☆	Credit Card	^
0		
	Card holder	First name
=		Last name
ß		
	Card number	4111 1111 1111 1111
	Exp. to:	12-2025
	CVV	CVV/CVC
	By clicking "Save and allow future charge," you You may cancel this automatic charge at any tir	consent to an automatic charge to your credit card each month. me by removing your saved card from this screen ("Save" button will become "Remove"). Save and allow future charge

NOTE: By clicking "Save and allow future charge," you consent to an automatic charge to your credit card each month. You may cancel this automatic charge at any time by removing your saved card from this screen ("Save" button will become "Remove").



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Once you've added a payment method go back to the dashboard and type the amount you'd like to pre-pay on your account and click Pay by AuthorizeNet.

Dashboard		
Account balance	Total amount due	
\$0.00	\$ 216	Pay by AuthorizeNet

Check that the amount is correct on the next screen and credit card information is also correct and click Pay by your credit card.

Am	nount	216	
Total am	ount	216.00	
Credit card			^
Card h	nolder	C REX	
Card nu	umber	XXXX XXXX XXXX 0216	
E	xp. to:	06-2028	
		Extend expiration date	

You should now have a balance/credit on your account!



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