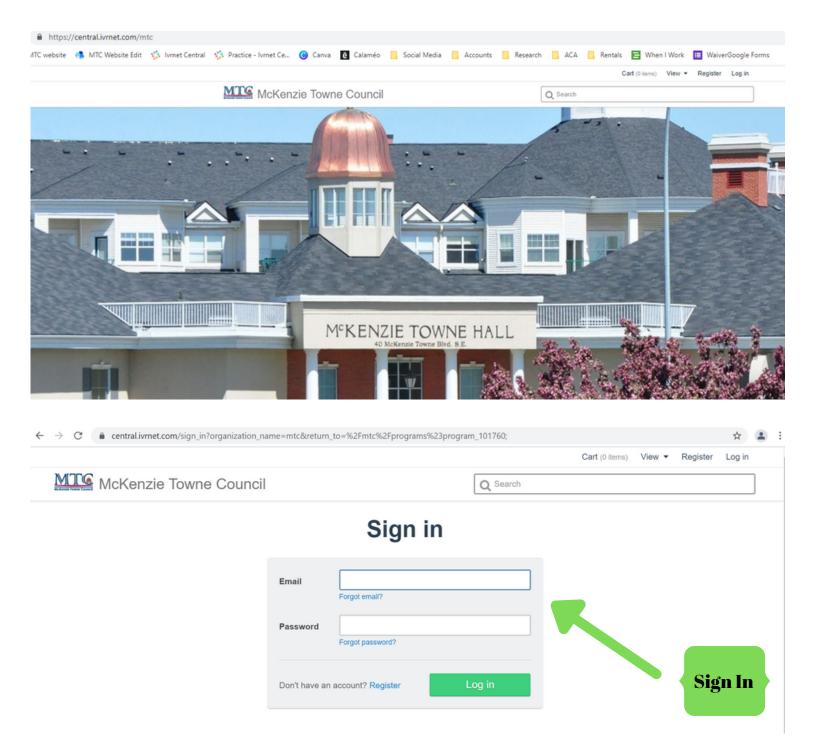# McKenzie Towne Council

HOW TO PAY INVOICE(S) ONLINE.

VIA IVRNET CENTRAL

March 2022

1. Access a computer:
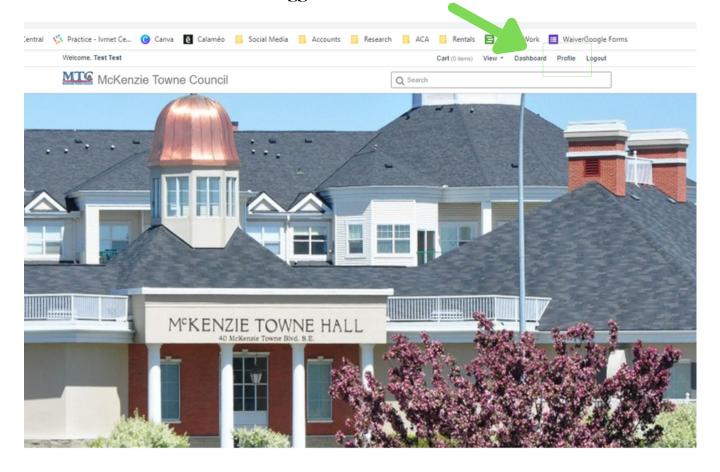# 2. Go to: central.ivrnet.com/mtc

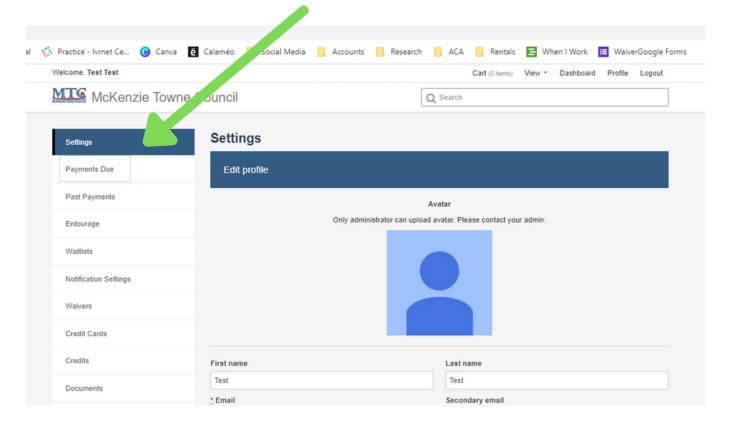If you know your login information with MTC please sign in.

If you don't know your login information please call 403-781-6612 or email facilityco@mtcouncil.com for assistance.
Please do not create a <u>new</u> account, as the invoice(s) will already be allocated to an existing account.

Once logged in, click on Profile.

Welcome, Test Test

Cart (0 items) View ▾ Dashboard Profile Logout

McKenzie Towne Council

🔍 Search
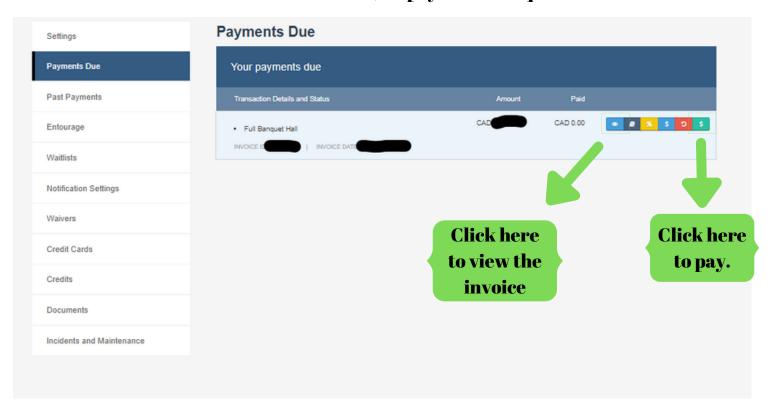
MCKENZIE TOWNE HALL
40 McKenzie Towne Blvd. S.E.
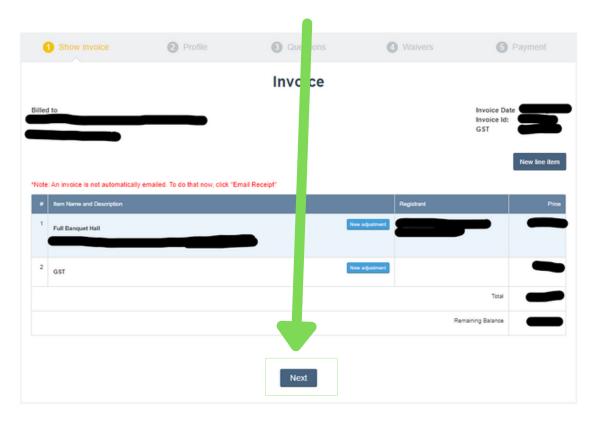
Click on Payments Due to view Invoices.

Welcome, Test Test

Cart (0 items) View ▾ Dashboard Profile Logout

McKenzie Towne Council

🔍 Search

Settings	**Settings**
Payments Due	**Edit profile**
Past Payments	
Entourage	Avatar
Waitlists	Only administrator can upload avatar. Please contact your admin.
Notification Settings	
Waivers	
Credit Cards	
Credits	First name Last name
Documents	Test Test
	* Email Secondary email

Here you will see invoices that are due for payment.
If there are no invoices, no payment is required.

Settings
Payments Due
Past Payments
Entourage
Waitlists
Notification Settings
Waivers
Credit Cards
Credits
Documents
Incidents and Maintenance

Payments Due

Your payments due

Transaction Details and Status	Amount	Paid	
• Full Banquet Hall	CAD ▬▬	CAD 0.00	👁 📄 % $ ↺ $
INVOICE I▬▬ | INVOICE DATE ▬▬			

Click here to view the invoice

Click here to pay.

Click on Next

① Show invoice   ② Profile   ③ Questions   ④ Waivers   ⑤ Payment

Invoice

Billed to ▬▬▬
▬▬▬

Invoice Date ▬▬▬
Invoice Id: ▬▬▬
GST

New line item

*Note: An invoice is not automatically emailed. To do that now, click "Email Receipt"

#	Item Name and Description		Registrant	Price
1	Full Banquet Hall ▬▬▬	New adjustment	▬▬▬	▬▬
2	GST	New adjustment		▬▬
			Total	▬▬
			Remaining Balance	▬▬

Next

Make sure your name and address are up to date.
Click update details to proceed.

MTC McKenzie Towne Council

Q Search

① Offers   ② Order   ③ Details   ④ Questions   ⑤ Legal   ⑥ Payment

Additional details for Lisa Unis

First name

Last name

Address

City
Calgary

Province
Alberta

Country
Canada

Postal Code

Update Details   Back

Cancel

Welcome,   Your Cart Expires in **11 min 03 sec** Cart (1 item) View ▾ Dashboard Profile Logout

MTC McKenzie Towne Council

Q Search

① Offers   ② Order   ③ Details   ④ Questions   ⑤ Legal   ⑥ Payment

Effective Payment Amount: $ 79.80

No Credits available in your account

Proceed with entering credit card information

Cancel

Click here to proceed.

Enter credit card information (must be Visa or Mastercard) and click 'Next'. If you cannot pay by credit card, please call our office at 403-781-6612.

Enter credit card billing information and click 'Submit, you should have successfully completed the payment.
If you cannot pay by credit card, please call our office at 403-781-6612.