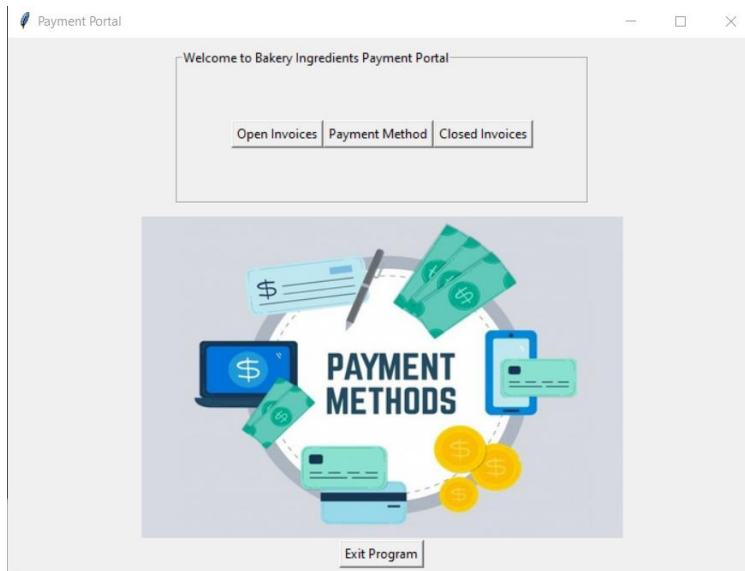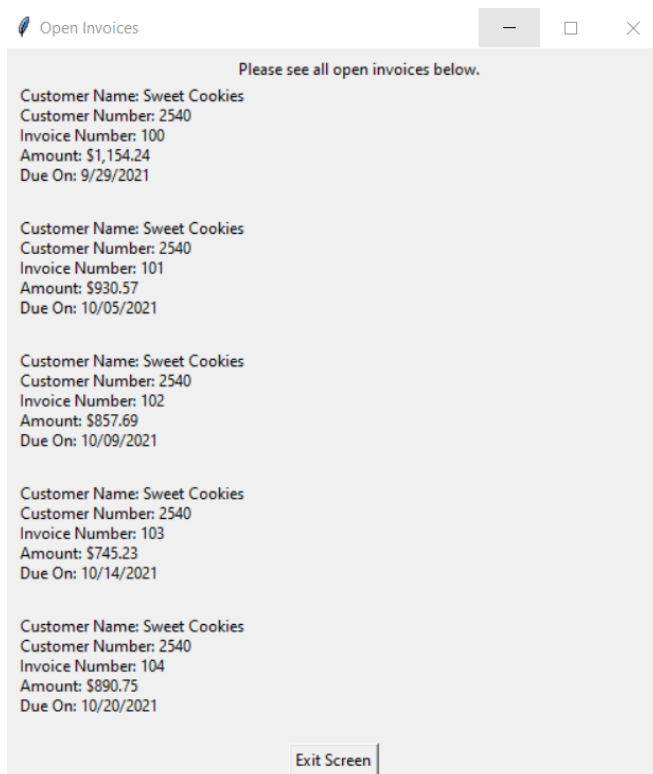# Payment Portal User Manual for Sweet Cookies, Customer Number: 2540
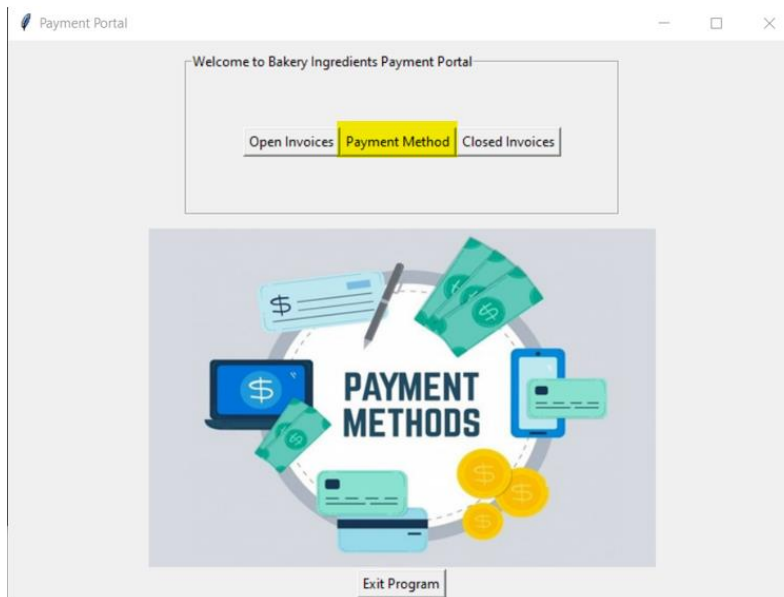
The program will automatically generate, from this main screen below, you can choose from the following options of the system: View Open Invoices, Submit Payment, View Closed Invoices, and exit the program altogether.

From this screen, you can click on Open Invoices to access all your open invoices on the account. This will show the following information for the customer below.

Once you have viewed all the open invoices, the bottom button will close out the screen and return you back to the main screen where you can access your payments and closed invoices. You can now click on your payment method for the invoice you want to submit for payment.
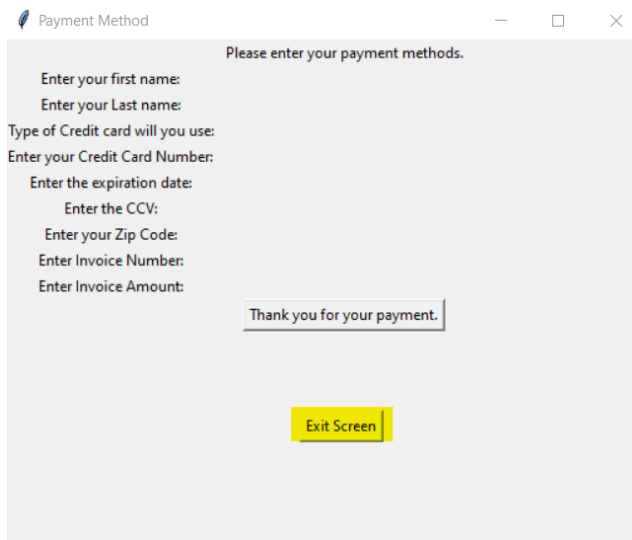

On this screen, you will input all the information below to submit for payment onto your account. You will need to enter your Name, Type of credit card being used, Credit Card Number, Expiration date, CCV, Zip Code, Invoice Number and Invoice Amount and click on Submit for Payment. Please ensure to have the following information as formatted below.

Once you click on Submit for Payment, the system will remove the information entered and thank you for your payment. You can now return to the main screen by clicking on Exit Screen below. This will once again take you back to the main screen.

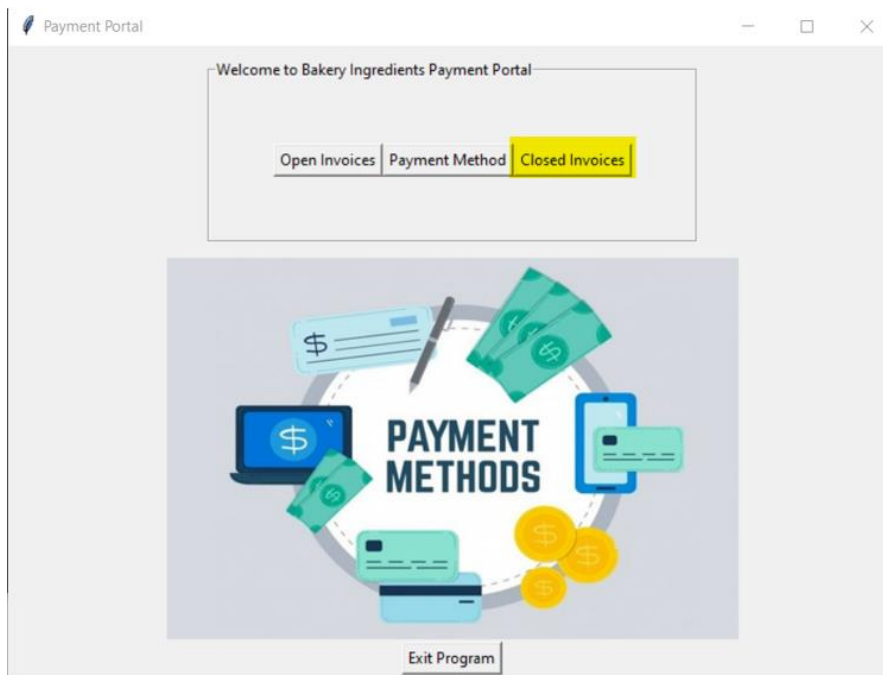Once you're at this screen, you can click on Closed Invoices to view all your paid out invoices, the system will take some time to generate the payment you just processed so please allow one hour for the system to update on your end.

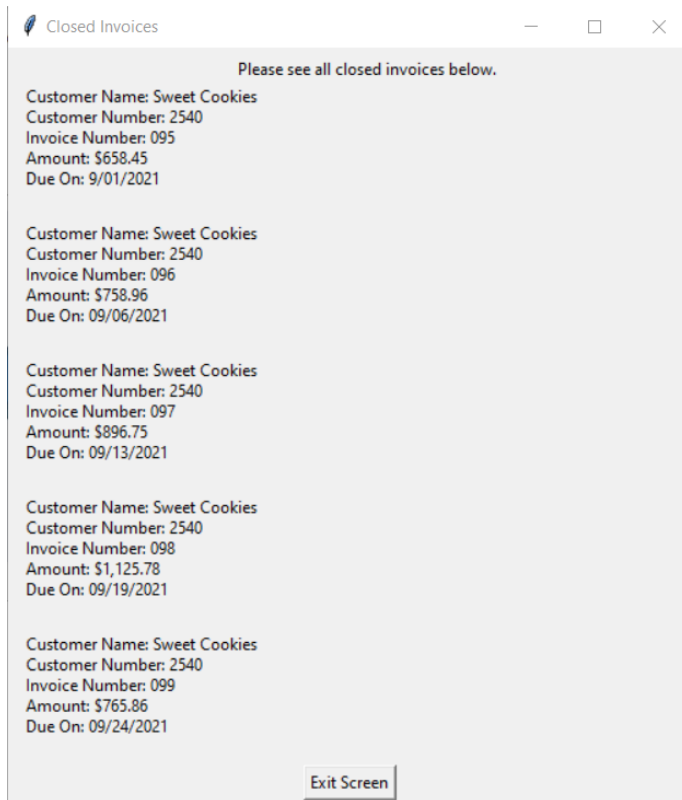This screen will show you all your closed invoices, once you are done reviewing, you can click on Exit Screen to close out this window.

You will be redirected to the main screen, and once you have received all parts, you can exit the program by clicking on Exit Program to turn off the Payment Portal.

Please let us know if you need any additional help with the system, thank you.