Make an Account Payment

You can make a payment to your accountant without an invoice. These payments are called account payments, but you may hear them referred to as retainers, pre-payments, or payments without an invoice. Typically, account payments would be made when you want to pre-pay for a service, or if you want to make a payment towards your account but would prefer your accountant decide where that payment is allocated. This section will show you how to make an account payment.

1. Navigate to the Billing section using the navigation bar.





Home



To-do



Files

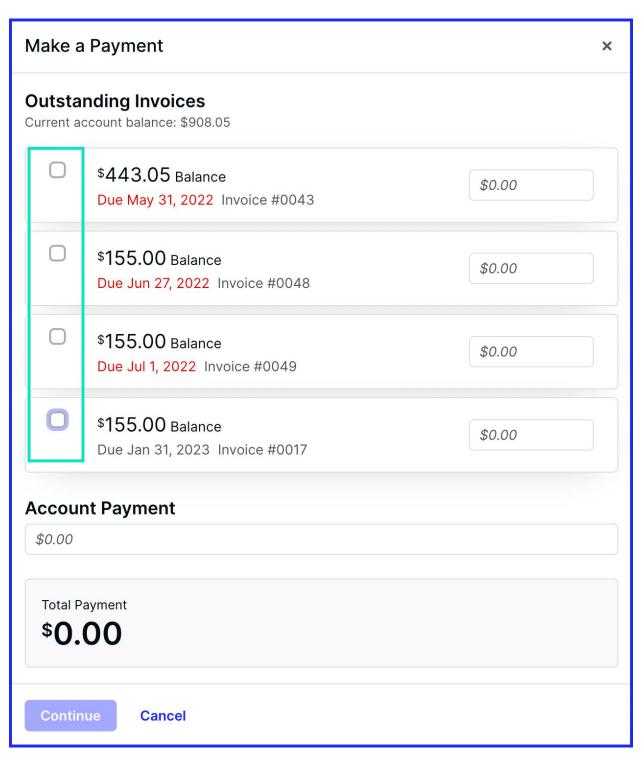


Billing

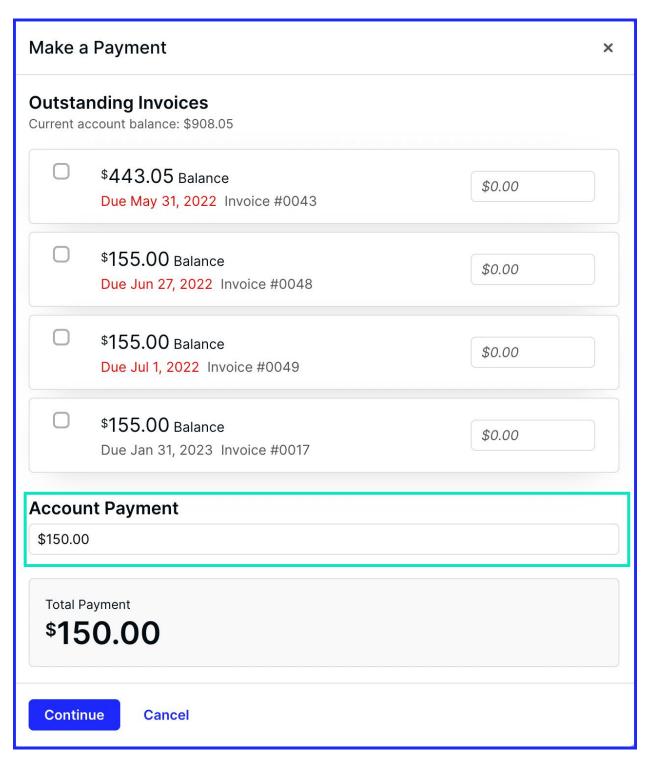
2. Click Make a payment.

3. Deselect any outstanding invoices.

• It is usually advisable to make your payment towards an outstanding invoice.

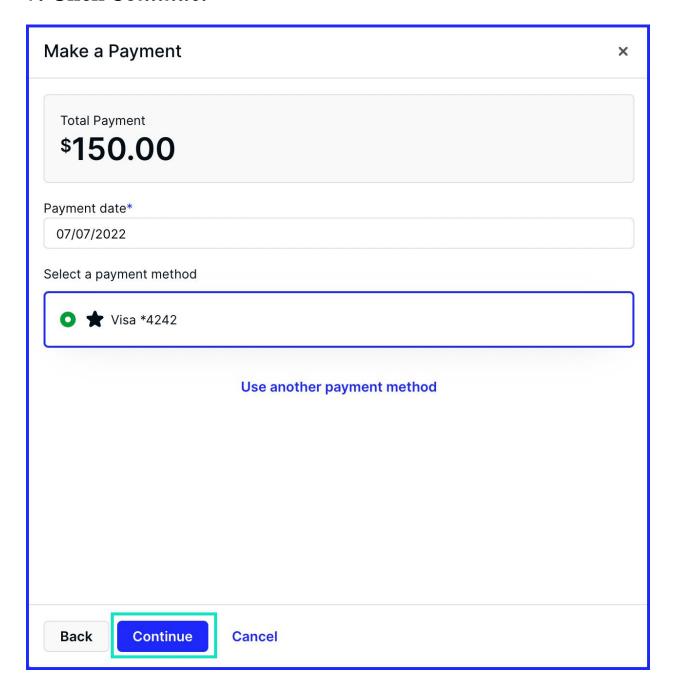


4. In the *Account Payment* box, enter the amount you wish to pay towards your account.

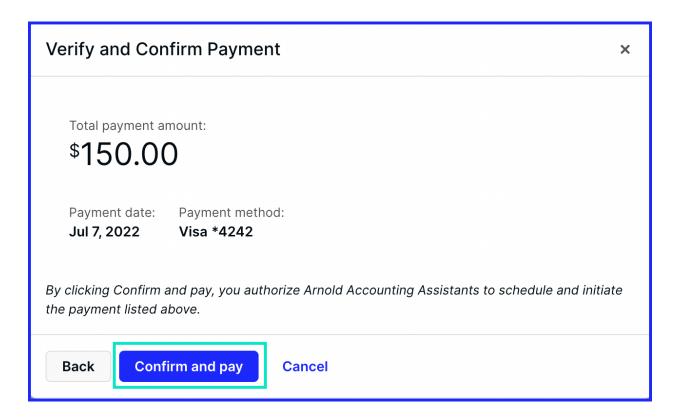


5. Click Continue.

- 6. Select a payment method to make the payment with.
- 7. Click Continue.



8. Verify the payment information and click *Confirm and pay*.



9. Click *Done* to return to the portal.

