

Paying your invoice online via the Virtual Headquarters Customer Portal

Login to your account (if you are unsure how to do this please refer to the one page *Manage Your Settings* guide that we may have sent you or can send you on request)

Upon Logging in to your account you will be presented with the Quick Stats screen, a snap shot of which appears below.

» Quick Stats:		
» Invoice Stats:		Details
Total Invoices	10	AUD814.00
Total Paid	9	AUD665.50
Total Due	[1]	AUD148.50
» Misc:		Details
Top-up account balance		AUD 43.37
Total Phone Numbers	[1]	Edit

To pay your invoice, click on the [1] to the right of the words Total Due which will present your invoice/s in a screen such as the screen snap shot shown below.

» My Account	:: My Invoices	:: Update My CC	:: My Usage				
» Invoices							
+ InvNum	Amount	Total Paid	Total Due	Date Created	Due Date	Date Paid	Payment Method
413	AUD148.50	AUD0.00	AUD148.50	26/08/2008	27/08/2008		CC Batch

Click on the Invoice Number (in the above example being InvNum [413](#)) which will display the invoice (a copy of the top part of the invoice appears in the screen shot below). Then click [Pay Online](#).

<h1>INVOICE</h1>	
TAX INVOICE Virtual Headquarters Pty Ltd Level 14, 275 Alfred Street North Sydney NSW 2060	NOW DUE Pay Online

On the next screen **Simply enter your Credit Card details and click Charge It** and you are done!

» Invoice Number [413] AUD148.50	
CC Number:	<input type="text"/>
Visa, MC, Amex	
Exp Date:	<input type="text"/> / <input type="text"/> (mm/yyyy)
CVV2/CVC2:	<input type="text"/>
(Visa or MasterCard: 3-Digit Security Code)	
<input type="button" value="Charge It!"/>	