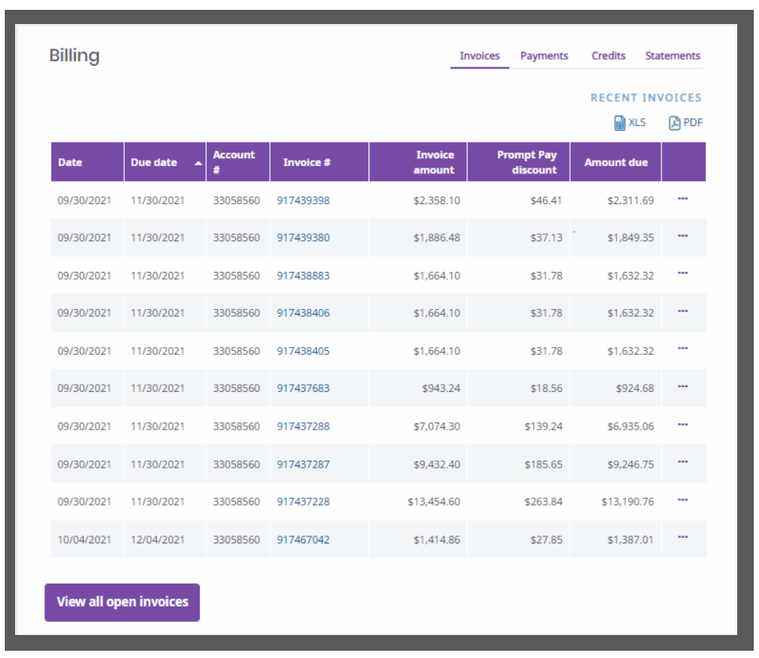
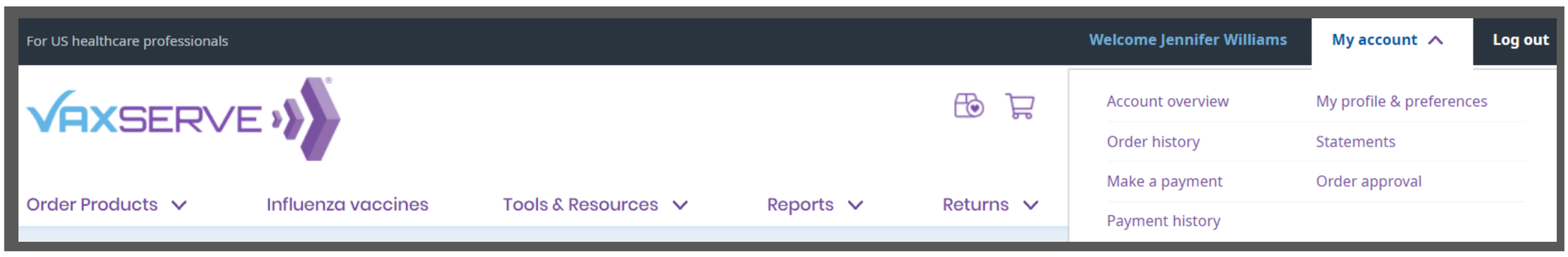
Invoice and Payment Quick Guide



Once logged into VaxServe.com, under the *Billing* header on the Account overview page you can see your most recent invoices.

Clicking on an invoice number will open a pdf copy of the invoice in a new page.

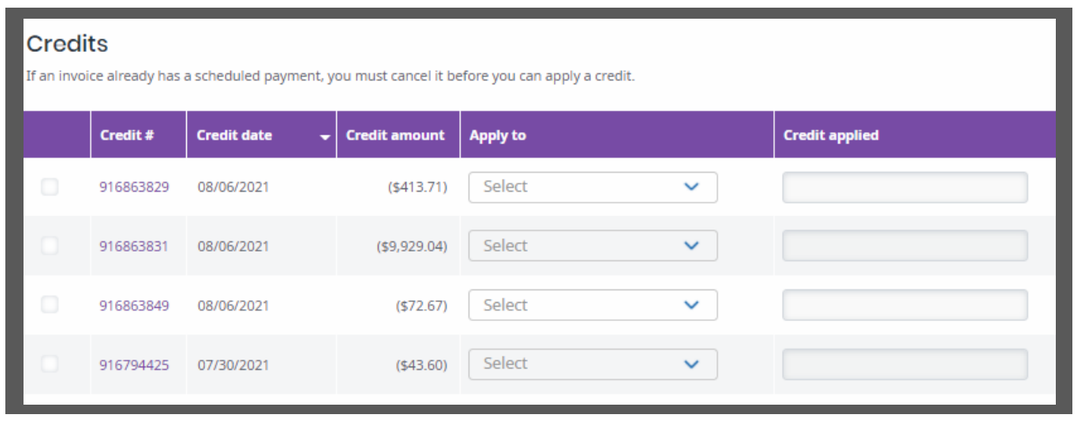
From the top right of the *Billing* section, you can select to view Payments, Credits, and Statements. You can also export recent invoices as Excel or pdf files.



You can also access this page from the top right navigation under My account > Make a payment.

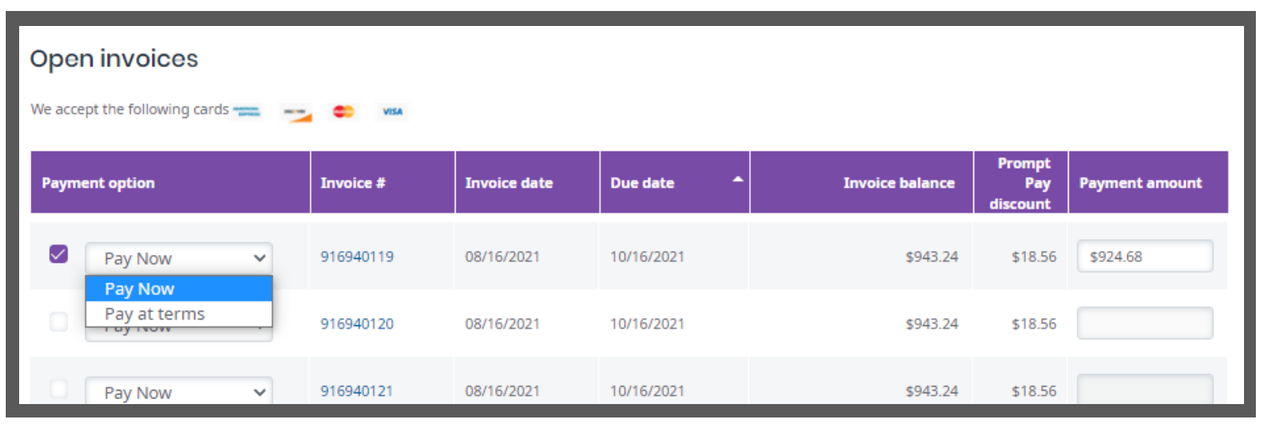
Clicking *View all open invoices* will take you to all open credits and invoices.

Apply a credit to an invoice by checking the box next to the credit number and selecting an invoice under the *Apply to column.*



To pay an invoice, select the box next to the invoice(s) you wish to pay and select *Pay now.*

If applicable, you can choose to schedule payment using the *Pay at terms* option in the drop-down.



Invoice balance includes any applicable discounts.

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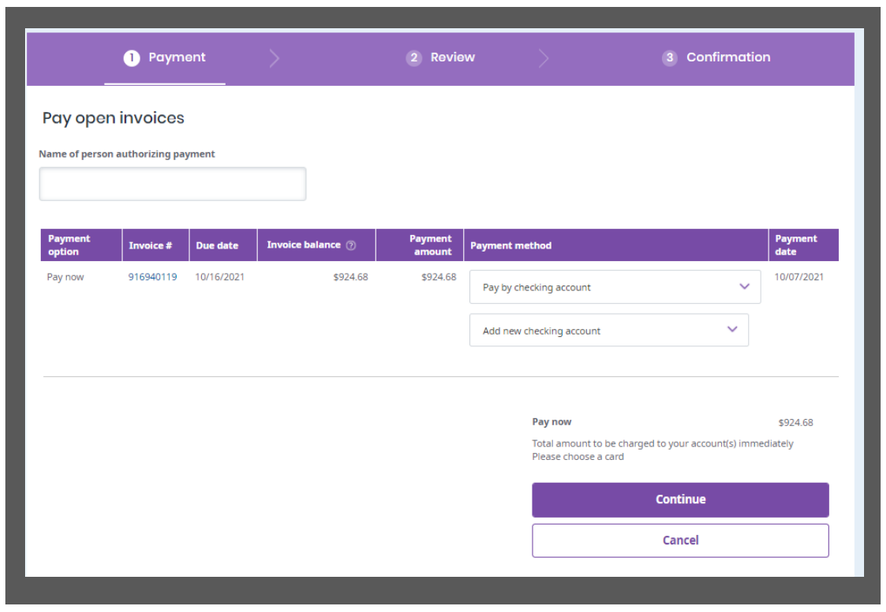
Any scheduled payments will appear at the bottom of the *View all open invoices* page.



Clicking *Continue* at the bottom of the page will begin the three step payment process:

Step 1 - Select payment method

Step 2 - Review payment information

Step 3 - Confirmation of payment

**Completion of this process is required for both Pay now and Pay at terms.*

***Pay at terms invoices will process on the scheduled payment date.*