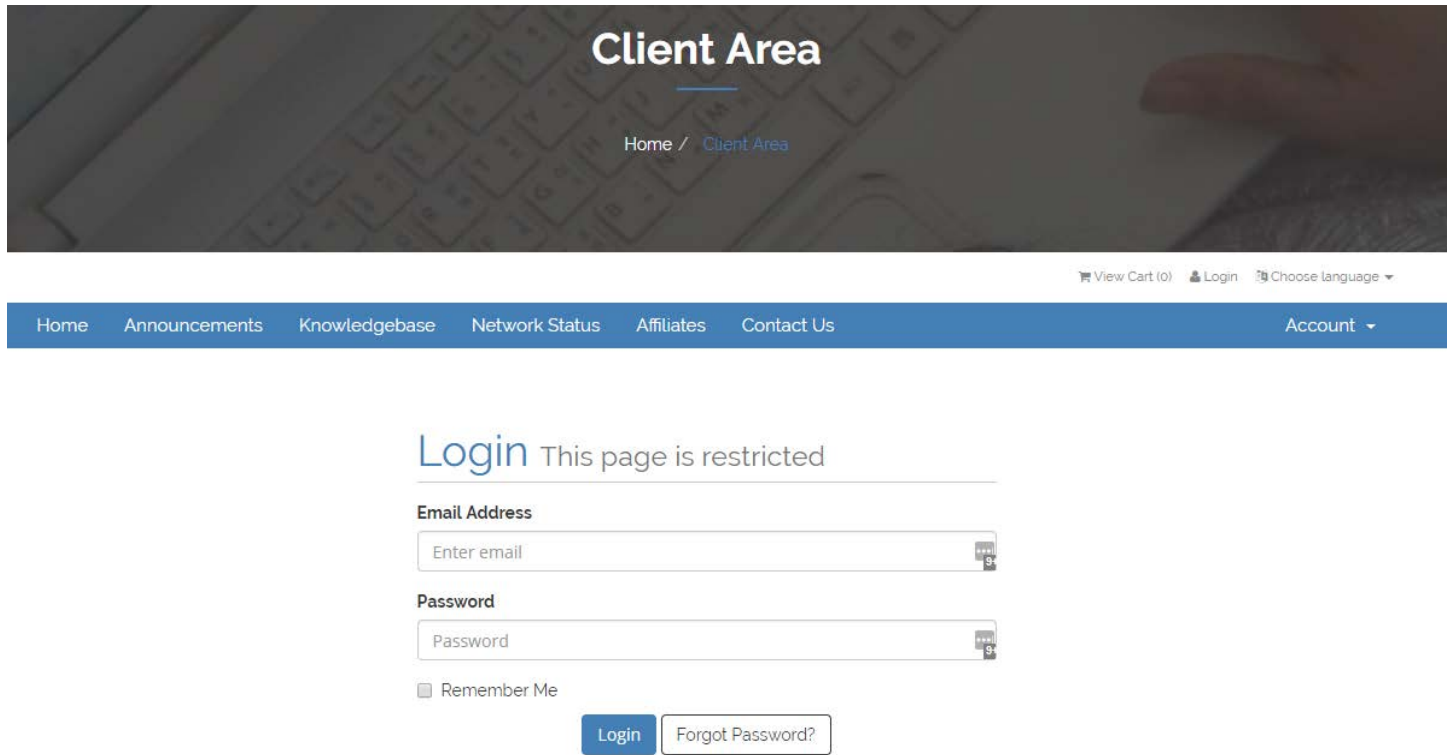


# How to pay an invoice

Royal Blue Web

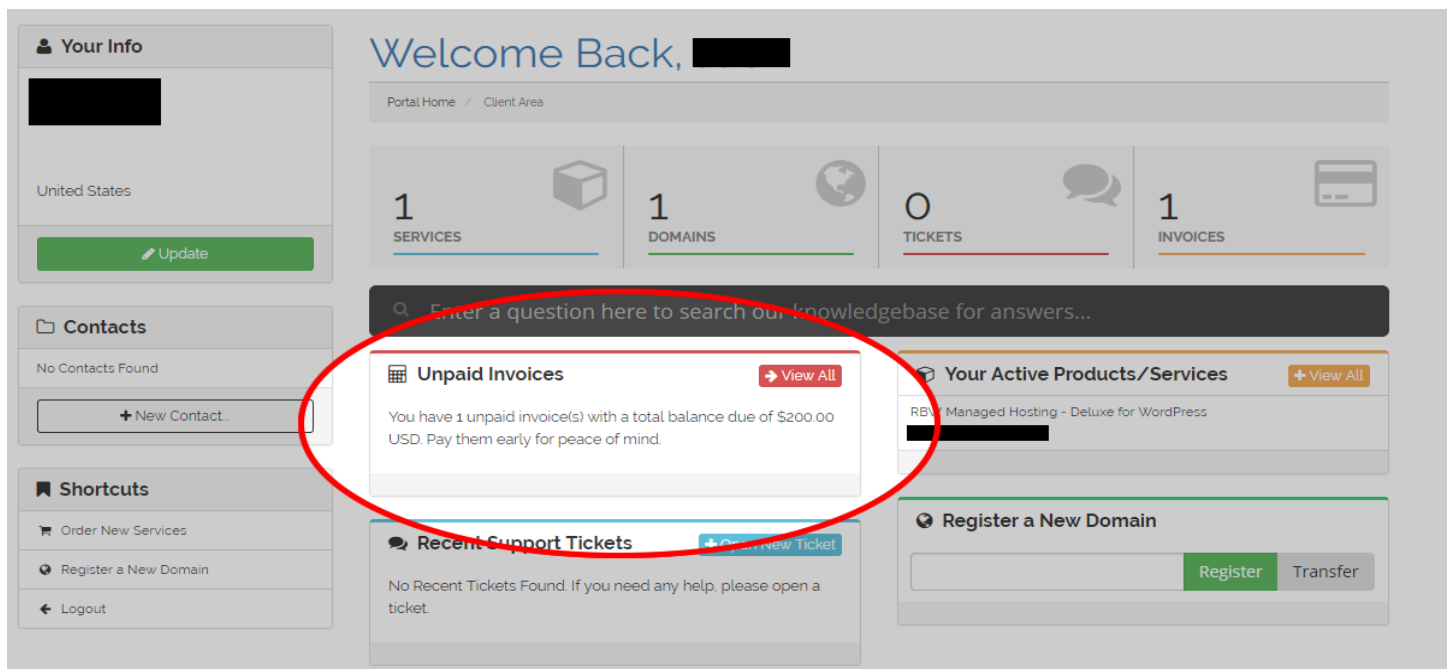
## Step 1.

In your browser, go to <https://www.royalblueweb.com/client-area/>  
Sign in to your account at using your registered email address and password.



## Step 2.

Now on your account homepage, click the "Unpaid Invoices" tab.



### Step 3.

Now on your invoices page, click the green button labeled “Pay All” in the module on the top left.

The screenshot shows the 'My Invoices' page. At the top left, a notification box titled '1 Invoices Due' states: 'You have 1 invoice(s) currently unpaid with a total balance of \$200.00 USD'. Below this notification is a green button labeled 'Pay All', which is circled in red. The main content area displays a table of invoices:

Invoice #	Invoice Date	Due Date	Total	Status
734	Thursday, October 26th, 2017	Wednesday, November 1st, 2017	\$200.00 USD	Unpaid
579	Friday, August 4th, 2017	Wednesday, August 9th, 2017	\$0.00 USD	Paid

At the bottom of the page, it says 'Powered by WHMCompleteSolution'.

### Step 4.

At the bottom of the payment page, you can select your preferred payment method, and click “Make Payment”. We recommend using Stripe.

The screenshot shows the 'Mass Payment' page. At the top, it says 'Mass Payment Pay all these invoices in one step'. Below this, there is a table with the following data:

Description	Amount
Invoice # 734	
Deluxe Web Hosting for WordPress. Billed Annually	\$200.00 USD
<b>Sub Total:</b>	<b>\$200.00 USD</b>
<b>Total Due:</b>	<b>\$200.00 USD</b>

At the bottom of the page, a dialog box titled 'Select Mass Payment Gateway' is shown. It contains a 'Payment Method:' dropdown menu with 'Stripe' selected, and a blue 'Make Payment' button. This dialog box is circled in red. At the bottom of the page, it says 'Powered by WHMCompleteSolution'.

## Step 5.

After clicking “Make Payment”, a window will open displaying your invoice. Click the “Pay Now” button at the top right of the invoice. You may also print this invoice for your records.

