

# Pay Invoices

Last Modified on 11/18/2021 9:03 am CST

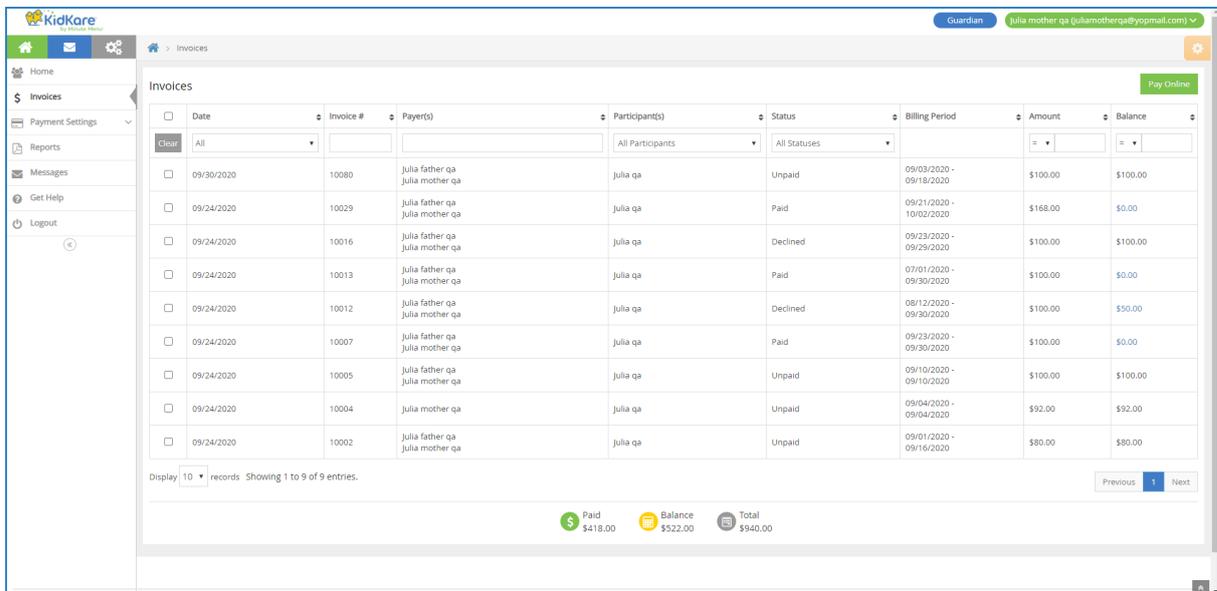
When you receive an invoice from your childcare provider, you typically receive an email notification. A notification also displays in the top-right corner in KidKare. You can pay your invoices from the Invoices page or from the View Invoice page. To set up AutoPay for future invoices, see [Set Up & Manage AutoPay](#).

**Note:** If your center sends you recurring invoices, you will also receive a notification via email and in KidKare if the amount charged changes.

## Pay Invoices from the Invoices Page

When you pay invoices from the Invoices page, you can pay multiple invoices at the same time, if needed. This view also provides you with an overview of the charges, the invoice status, and so on.

1. From the menu to the left, click **Invoices**. The Invoices page opens.



<input type="checkbox"/>	Date	Invoice #	Payer(s)	Participant(s)	Status	Billing Period	Amount	Balance
<input type="checkbox"/>	09/30/2020	10080	Julia father qa Julia mother qa	Julia qa	Unpaid	09/03/2020 - 09/18/2020	\$100.00	\$100.00
<input type="checkbox"/>	09/24/2020	10029	Julia father qa Julia mother qa	Julia qa	Paid	09/21/2020 - 10/02/2020	\$168.00	\$0.00
<input type="checkbox"/>	09/24/2020	10016	Julia father qa Julia mother qa	Julia qa	Declined	09/23/2020 - 09/29/2020	\$100.00	\$100.00
<input type="checkbox"/>	09/24/2020	10013	Julia father qa Julia mother qa	Julia qa	Paid	07/01/2020 - 09/30/2020	\$100.00	\$0.00
<input type="checkbox"/>	09/24/2020	10012	Julia father qa Julia mother qa	Julia qa	Declined	08/12/2020 - 09/30/2020	\$100.00	\$50.00
<input type="checkbox"/>	09/24/2020	10007	Julia father qa Julia mother qa	Julia qa	Paid	09/23/2020 - 09/30/2020	\$100.00	\$0.00
<input type="checkbox"/>	09/24/2020	10005	Julia father qa Julia mother qa	Julia qa	Unpaid	09/10/2020 - 09/10/2020	\$100.00	\$100.00
<input type="checkbox"/>	09/24/2020	10004	Julia mother qa	Julia qa	Unpaid	09/04/2020 - 09/04/2020	\$92.00	\$92.00
<input type="checkbox"/>	09/24/2020	10002	Julia father qa Julia mother qa	Julia qa	Unpaid	09/01/2020 - 09/16/2020	\$80.00	\$80.00

Display 10 records Showing 1 to 9 of 9 entries. Previous 1 Next

**Paid** \$418.00   **Balance** \$522.00   **Total** \$940.00

2. Check the box next to each invoice to pay. You can select as many invoices, as needed.

**Tip!** Click the **Status** drop-down menu to filter to **Unpaid**, **Partial**, and **Declined** invoices. This will show you only those invoices that have yet to be paid in-full.

3. Click **Pay Online** in the top-right corner. The Online Payment pop-up opens.

**Online Payment**
✕

<input checked="" type="checkbox"/>	Invoice Date	Invoice #	Balance	Amount to pay
<input checked="" type="checkbox"/>	09/30/2020	10080	\$100.00	\$ <input type="text" value="100"/>
<input checked="" type="checkbox"/>	09/24/2020	10016	\$100.00	\$ <input type="text" value="100"/>
<input checked="" type="checkbox"/>	09/24/2020	10012	\$50.00	\$ <input type="text" value="50"/>
<input checked="" type="checkbox"/>	09/24/2020	10005	\$100.00	\$ <input type="text" value="100"/>

<b>Payment</b>	\$350.00
<b>Fee</b>	\$ 0.00
<b>Total</b>	\$350.00

Cancel

 Pay with Bank Account
 ▼

**Note:** You can also click the amount in the **Balance** column. The Balance Details pop-up opens. Click **Pay Online**. The Online Payment pop-up opens.

4. Review the payments and make any adjustments in the **Amount to Pay** boxes.
5. Click **Pay**, or click ▼ and choose from the following:
  - New Credit Card
  - Active Credit Card
  - Bank Account
6. At the confirmation prompt, click **Pay**.

**Note:** The Pay options depend on what accounts you have set up on the Accounts page. See [Manage Payment Methods](#) for more information.

[Return to Top](#)

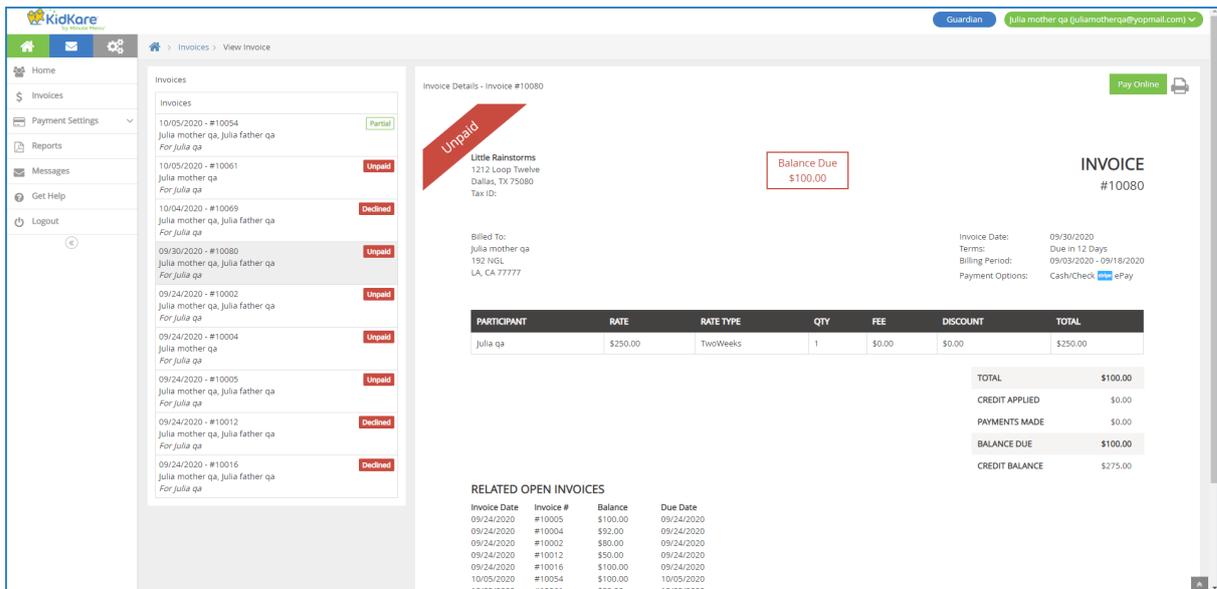
## Pay Invoices from the View Invoice Page

Paying an invoice from the View Invoice page allows you to view invoice details before proceeding with payment.

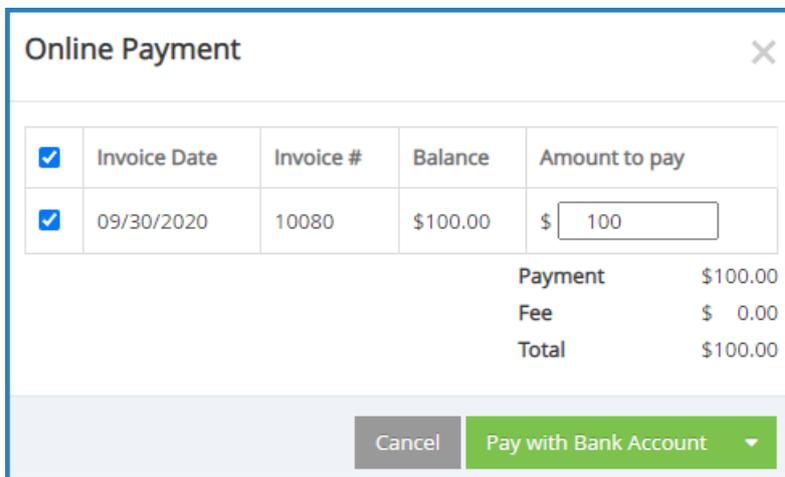
1. From the menu to the left, click **Invoices**. The Invoices page opens.

**Tip!** Click the **Status** drop-down menu to filter to **Unpaid**, **Partial**, and **Declined** invoices. This will show you only those invoices that have yet to be paid in-full.

2. Click the invoice to pay. The View Invoice page opens.



3. Review the invoice details.
4. Click **Pay Online** in the top-right corner. The Online Payment pop-up opens.



5. Review the payment and make any adjustments in the **Amount to Pay** boxes.
6. Click **Pay**, or click  and choose from the following:
  - o New Credit Card
  - o Active Credit Card
  - o Bank Account
7. At the confirmation prompt, click **Pay**. The invoice is moved to Partial (if you only paid a portion of the total amount due) or Paid status.
8. Once payment is complete, you can select another invoice to pay from the list to the left. Repeat **Steps 3-7** for each invoice to pay.

**Note:** The Pay options depend on what accounts you have set up on the Accounts page. See [Manage Payment Methods](#) for more information.