

This is a tutorial on paying an invoice using a debit or credit card without having or setting up a PayPal account. This seems to work better on a PC, although it should also work on a MAC.

1 - From your member profile page, select the invoice to be paid

The screenshot shows a member profile for Mike Robles (38683090). The page includes contact details, membership information, and a navigation menu. A prominent yellow warning box states: "Renewal pending - not paid yet. Invoice #00006 created on Friday, August 04, 2017. Invoice amount \$36.00." Below this box are buttons for "Activate without payment" and "Record payment". The membership status is "Pending - Renewal" and the membership level is "Member".

2 - Click on the "preview and print" button in the upper left hand corner

This screenshot shows the "Invoice details (00006)" page. At the top, there are several action buttons: "Preview & print", "Email", "Record payment", "Charge credit card", "Edit", and "Void invoice". The "Preview & print" button is highlighted with a red arrow. The page displays the invoice amount of \$36.00 and the origin as "Member renewal". A table below lists the items, including "Membership renewal, Level: Member, Renew to Friday, August 24, 2018" for \$36.00.

3 - Click on the view "invoice online" hyperlink

The screenshot shows the "View invoice online" page. It features a navigation bar with options like "Invoices", "Payments & refunds", "Reports", "Audit log", "Taxes", "Tenders", "QuickBooks", "Invoice and receipt settings", and "Square". Below the navigation bar are "Email" and "Print" buttons. The main content area displays the invoice details for "River City Beemers Member renewal", including the invoice number (00006), issue date (Friday, August 04, 2017), and the bill-to information for Mike Robles (pristinecleans@yahoo.com). A table at the bottom shows the item: "Membership renewal. Level: Member. Renew to Friday, August 24, 2018".

4- Click on the pay online button

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## Invoice #00006

**Balance due: \$36.00**

[Pay online](#) or pay offline

### Invoice details

**Balance due \$36.00**

Amount \$36.00

Invoice # 00006

Date Friday, August 04, 2017

Origin Member renewal  
Member

5- Select the Pay with Debit or Credit card option in PayPal

**PayPal**

Pay with PayPal

Email

Password

Stay logged in for faster checkout ?

**Log In**

[Having trouble logging in?](#)

or

**Pay with Debit or Credit Card**

[Cancel and return to River City Beemers](#)

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If you have a PayPal account and want to use it to make your payment, click on the Login button and make the payment.

If you have trouble making a payment, call the Treasurer directly at 530.409.5409

You can also email [treasurer@rcb.org](mailto:treasurer@rcb.org) and explain the problem. Please provide a contact phone number and the best time to call. You can also email [karlweiland53@gmail.com](mailto:karlweiland53@gmail.com)

