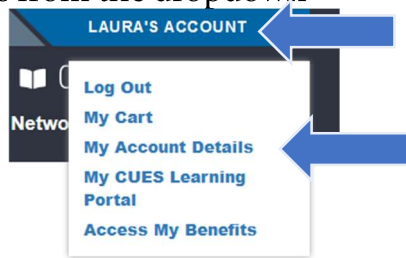## Paying Invoices Online

Purpose: To pay an invoice online via credit card. This process is for invoices that are already existing.

Process:
1. Access www.cues.org
2. Login
   - If don't know how to login, please see Logging into CUES
3. Click Your Account (this will show your name once you're logged in). Then click My Account Details from the dropdown

4. In your Account Details page, under My Invoices is where you'll see all unpaid invoices.
   - If you are a company admin, you'll be able to view and pay all invoices for the credit union.
   - If you are not a company admin, you'll be able to view and pay your own invoices.
5. To view all invoices, click view all invoices.

6. You'll now see all open invoices (Admin will see all credit union invoices)
   - Select the invoice you'd like to pay and click Add to Shopping Card

7. You'll be directed to your Cart
    - Select Credit Card in the Payment Options Dropdown
    - Enter your credit card info
        o All information for credit card payments are required
    - Click Submit

If you have any questions or concerns, please contact the Membership Team
Phone: 608.271.2664 ext. 340
Email: cues@cues.org