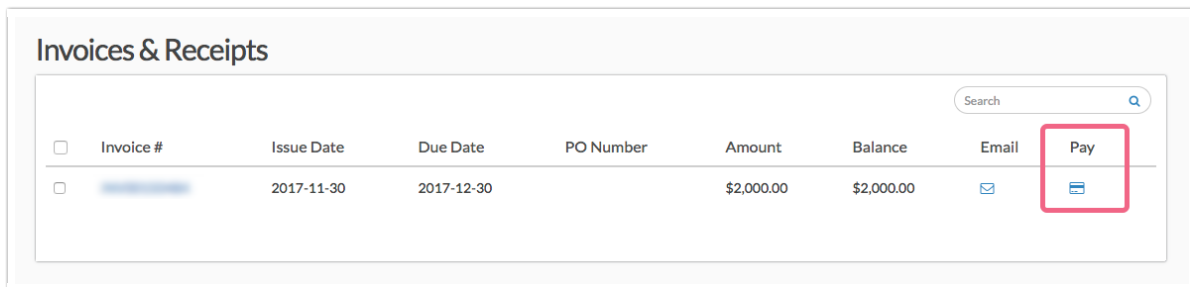


# How do I pay an invoice?

## Pay Within Alchemer

If you regularly log in to Alchemer and have administrative user permissions you can pay due invoices from within the application. To do so, go to **Account > Billing**.

You will see all of your invoices on the lower half of the page under the **Invoices & Receipts** section. Locate the invoice with a **Balance** and click the *credit card* icon under the **Pay** column.



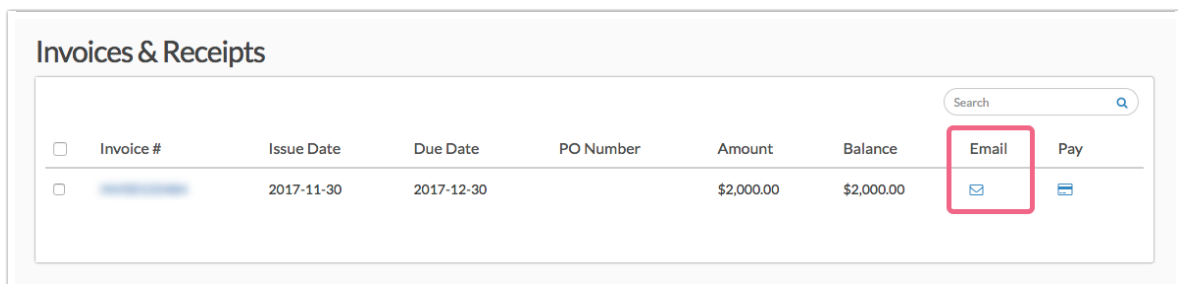
<input type="checkbox"/>	Invoice #	Issue Date	Due Date	PO Number	Amount	Balance	Email	Pay
<input type="checkbox"/>	[blurred]	2017-11-30	2017-12-30		\$2,000.00	\$2,000.00		

From here you can enter your credit card information (including billing address) in the provided form. Click **Pay Invoice** to submit payment.

## Email an Invoice to a Recipient to Pay

If your billing contact does not regularly log in to Alchemer (or perhaps you need to submit the invoice to your Billing Department), you might want to take advantage of the option to pay via an emailed invoice. To send the invoice to your billing contact/billing team, go to **Account > Billing**.

Find the invoice(s) with a **Balance** column and click the envelope icon in the **Email** column.



<input type="checkbox"/>	Invoice #	Issue Date	Due Date	PO Number	Amount	Balance	Email	Pay
<input type="checkbox"/>	[blurred]	2017-11-30	2017-12-30		\$2,000.00	\$2,000.00		

Enter a **Recipient Name** and **Recipient Email** and click **Send Email**.

---


Email Invoice: # [REDACTED]

**Recipient Information**

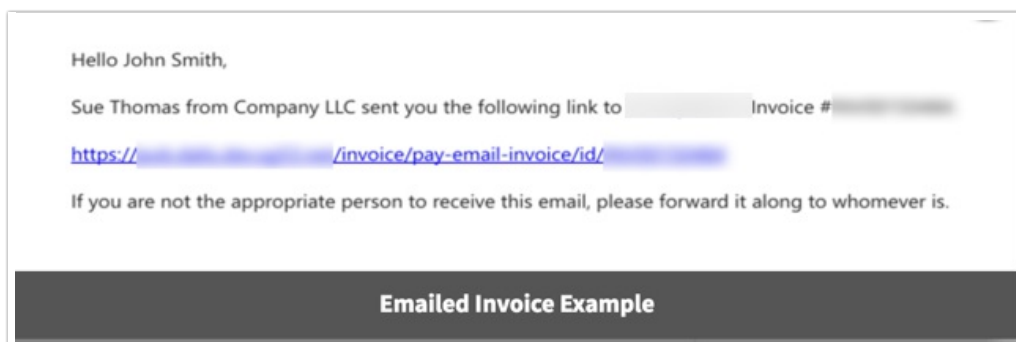
- Recipient Name  
John Smith
- Recipient Email  
john.smith@company.net

**Sender Information**

- Sender Name  
Sue Thomas
- Sender Organization  
Company LLC



The recipient will receive an email like the below example email.



**Invoice Email Example:**

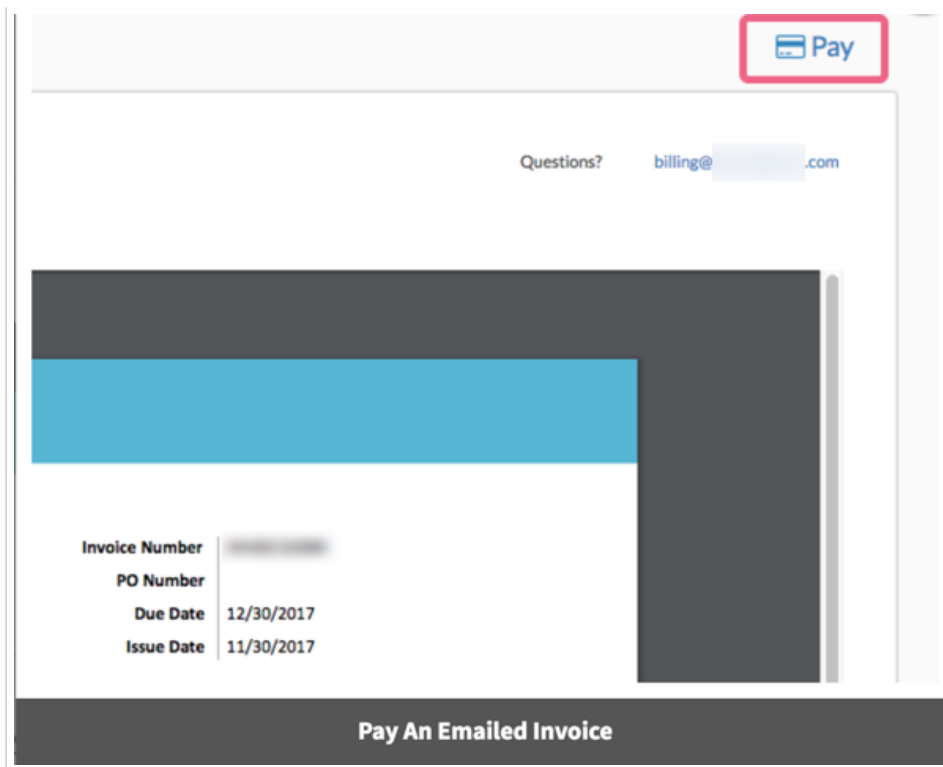
Hello John Smith,

Sue Thomas from Company LLC sent you the following link to Alchemer Invoice #1234

If you are not the appropriate person to receive this email, please forward it along to whomever is.

When the recipient clicks the link within the email to view the invoice they will have an option to Pay the invoice. To pay the balance on the invoice, the recipient can click on the Pay link located in the upper-right portion of the invoice.

---



This will allow them to enter payment credit card information (including billing address). Once all the necessary information has been input, the person paying the invoice can click **Pay Invoice** to submit the payment.

Related Articles