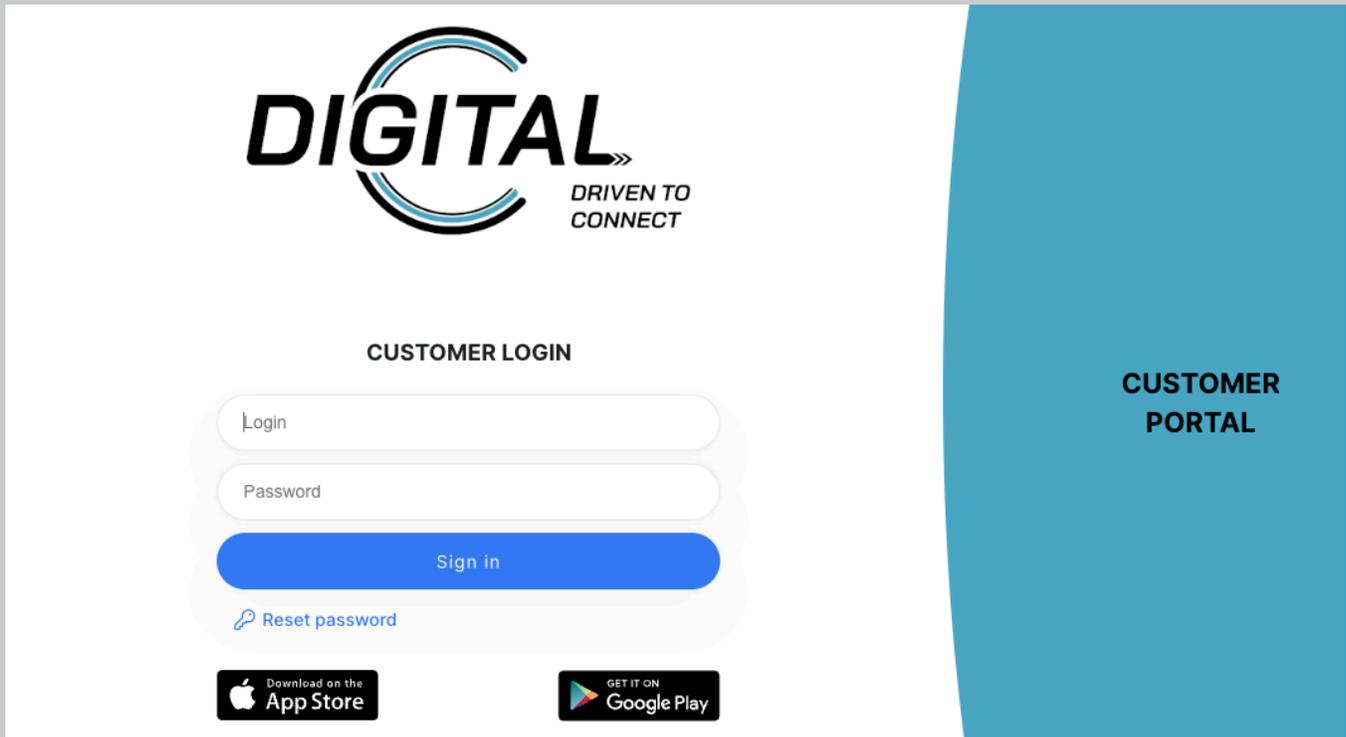
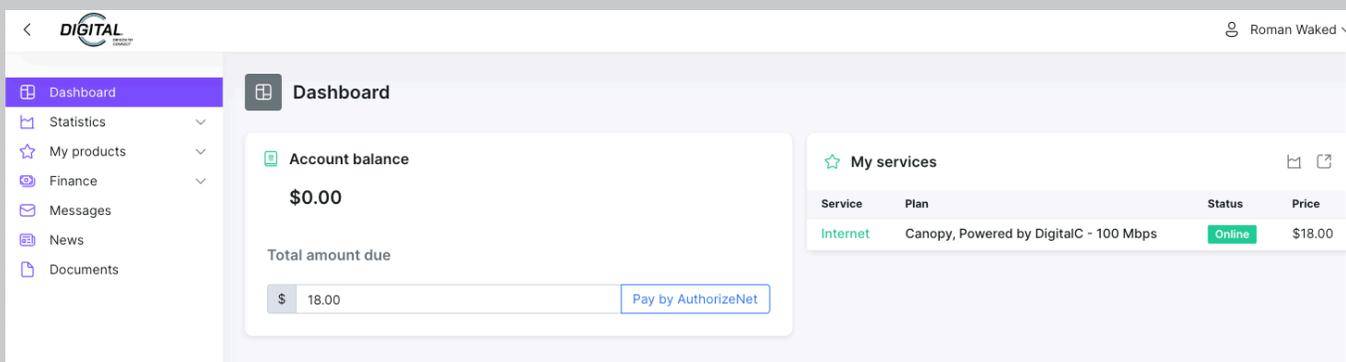


DigitalC Customer Portal & Bill Pay

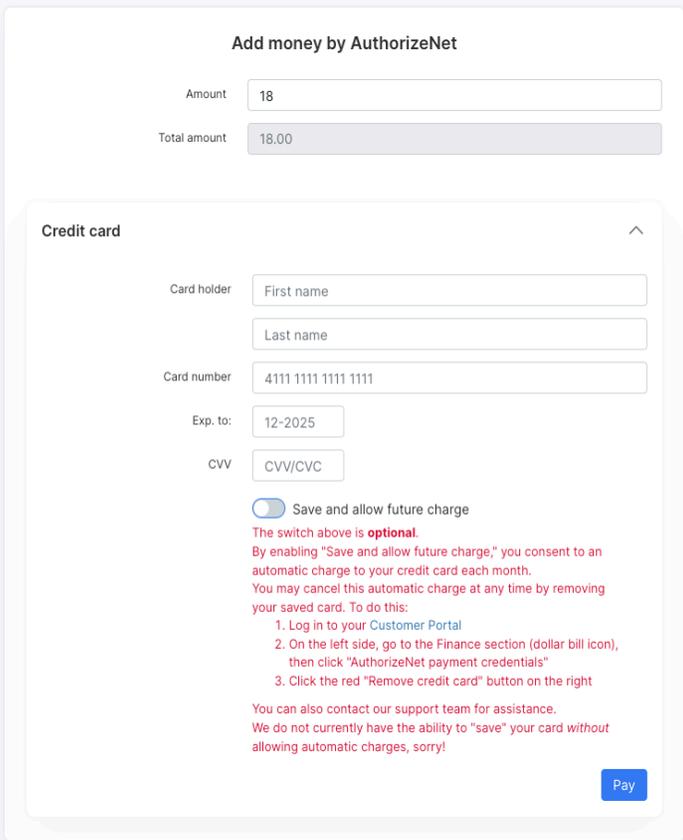


Navigate to digitalc.org/billpay. Log in using your Customer ID # (not email address) and password found on your invoice and welcome email. If you don't have this information please [contact us](#).

Once logged in, you will be on the bill pay dashboard. To make a payment, type the amount you'd like to pay in the "Total amount due" field and click Pay by AuthorizeNet.



On the AuthorizeNet Payment Credentials Page, enter your credit card/ debit card information.



Add money by AuthorizeNet

Amount

Total amount

Credit card ^

Card holder

Card number

Exp. to:

CVV

Save and allow future charge

The switch above is **optional**.
By enabling "Save and allow future charge," you consent to an automatic charge to your credit card each month.
You may cancel this automatic charge at any time by removing your saved card. To do this:

1. Log in to your [Customer Portal](#)
2. On the left side, go to the Finance section (dollar bill icon), then click "AuthorizeNet payment credentials"
3. Click the red "Remove credit card" button on the right

You can also contact our support team for assistance.
We do not currently have the ability to "save" your card without allowing automatic charges, sorry!

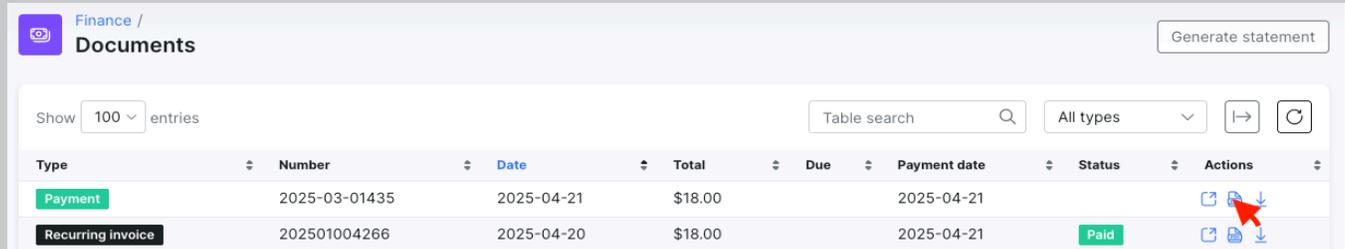
Toggle On "Save and Allow for Future Use" if you'd like your payments to auto-charge on the 20th of each month.

If you do not turn on the "Save and Allow for Future Charge" button, you will have to manually log in each month and pay our bill.

Click "Pay" to authorize payment in the "amount" field at the top.

Confirm/Review Payments & Invoices

Go to the Finance tab. Select Documents. Find the invoice or payment you want to view. Click the PDF icon to view the receipt or invoice.



The screenshot shows the 'Finance / Documents' interface. It includes a 'Generate statement' button, a 'Show 100 entries' dropdown, a 'Table search' input, and a 'All types' dropdown. Below is a table with columns: Type, Number, Date, Total, Due, Payment date, Status, and Actions. A red arrow points to the PDF icon in the Actions column of the first row.

Type	Number	Date	Total	Due	Payment date	Status	Actions
Payment	2025-03-01435	2025-04-21	\$18.00		2025-04-21		 
Recurring invoice	202501004266	2025-04-20	\$18.00		2025-04-21	Paid	 

If you don't want to pay online, check, money order or cash payments are always accepted in person.

Please make check or money orders payable to "DigitalC" and stop into our headquarters Monday - Friday, 9 am-4:30 pm at the:
MidTown Tech Hive
6815 Euclid Avenue
Cleveland, OH 44103

Include your customer ID from the top right of your invoice in the check's memo.

There is parking behind the building off of E. 69th. Please don't forget to get your receipt if you pay in-person.