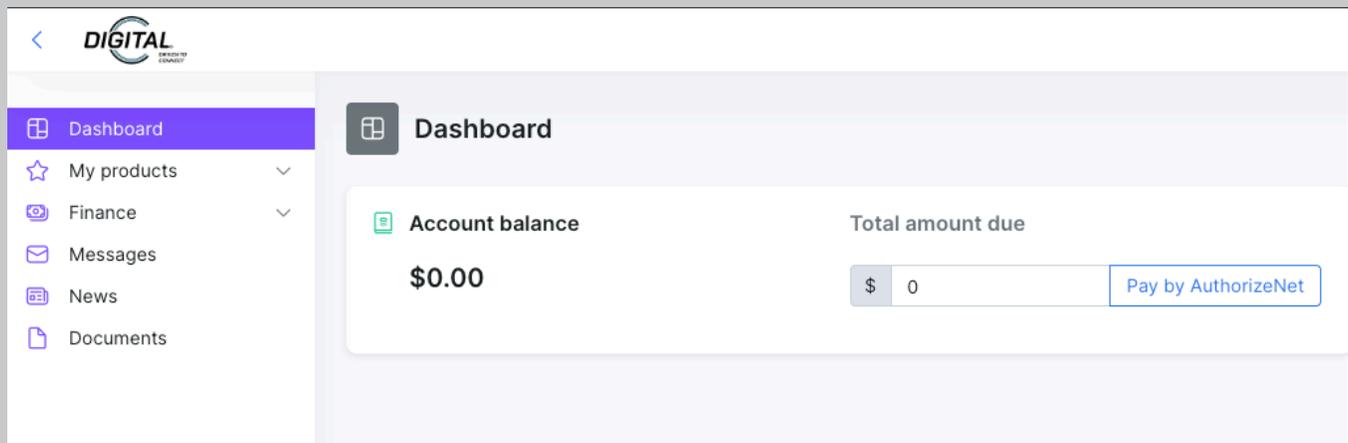


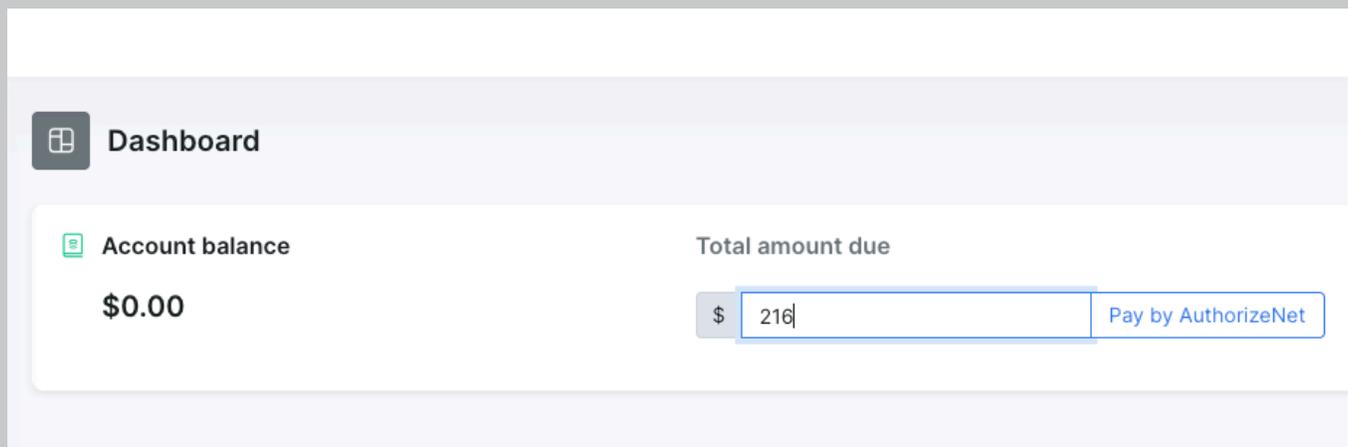
Log Into Bill Pay Portal

Log Into Bill Pay Portal at digitalc.org/billpay. Once logged in, you will be on the bill pay dashboard. Expand the side menu by clicking the small blue arrow in the top left by the logo to see the navigation menu.

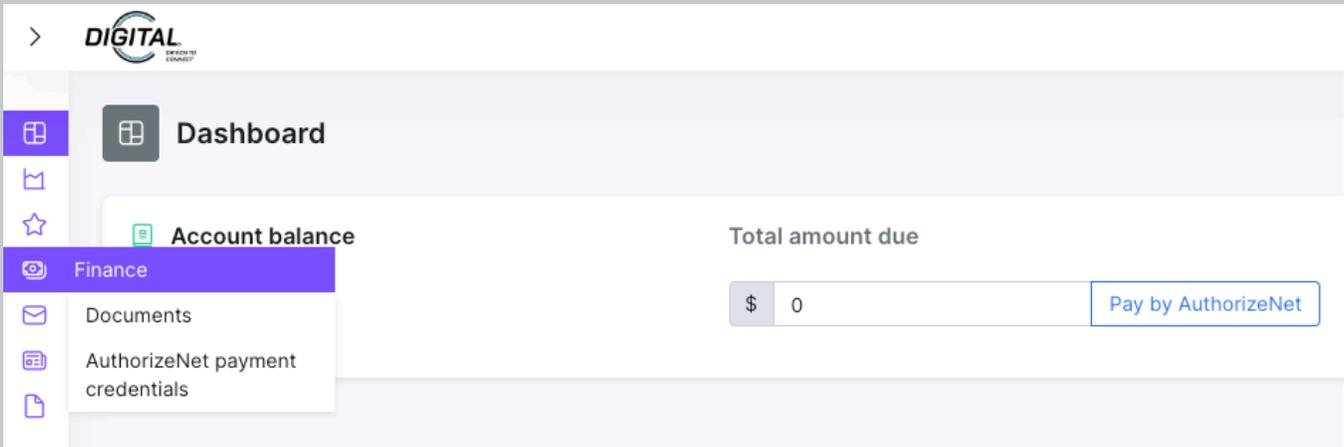


Set Up A Pre-Pay

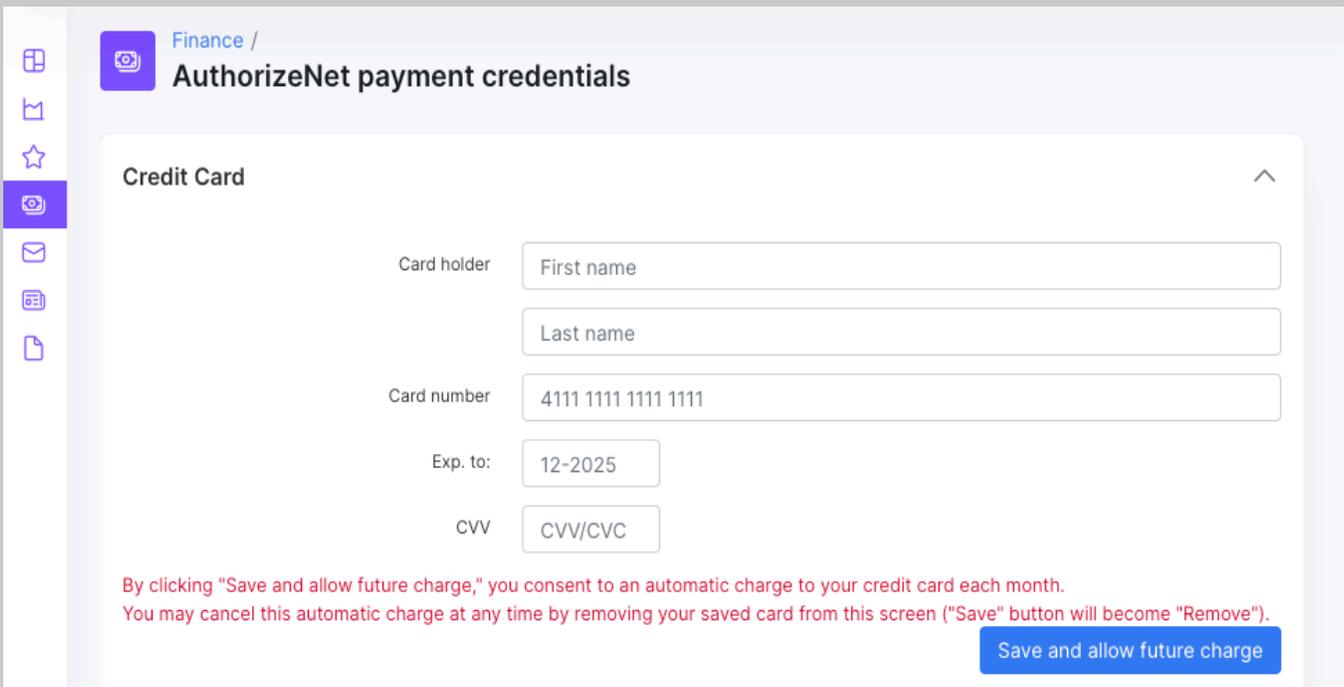
Users with a credit card already on file: Type the amount you'd like to pre-pay into the Total Amount Due box and click Pay by AuthorizeNet. \$216 pays for Canopy, Powered by DigitalC for an entire year!



Users that need to add a payment method: Navigate to Finance on the left hand navigation and then to AuthorizeNet Payment Credentials

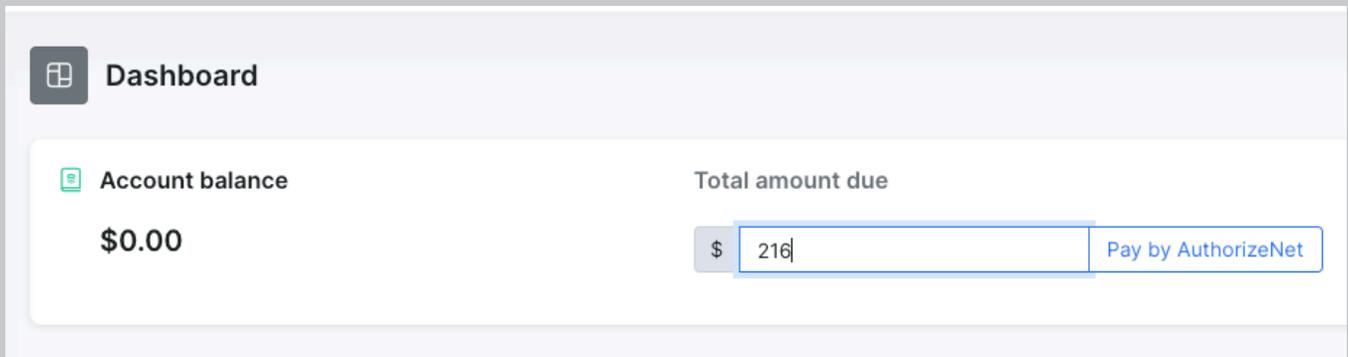


Enter your credit card/debit card information and click “save and allow for future charge”.



NOTE: By clicking “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 from this screen (“Save” button will become “Remove”).

Once you've added a payment method go back to the dashboard and type the amount you'd like to pre-pay on your account and click Pay by AuthorizeNet.

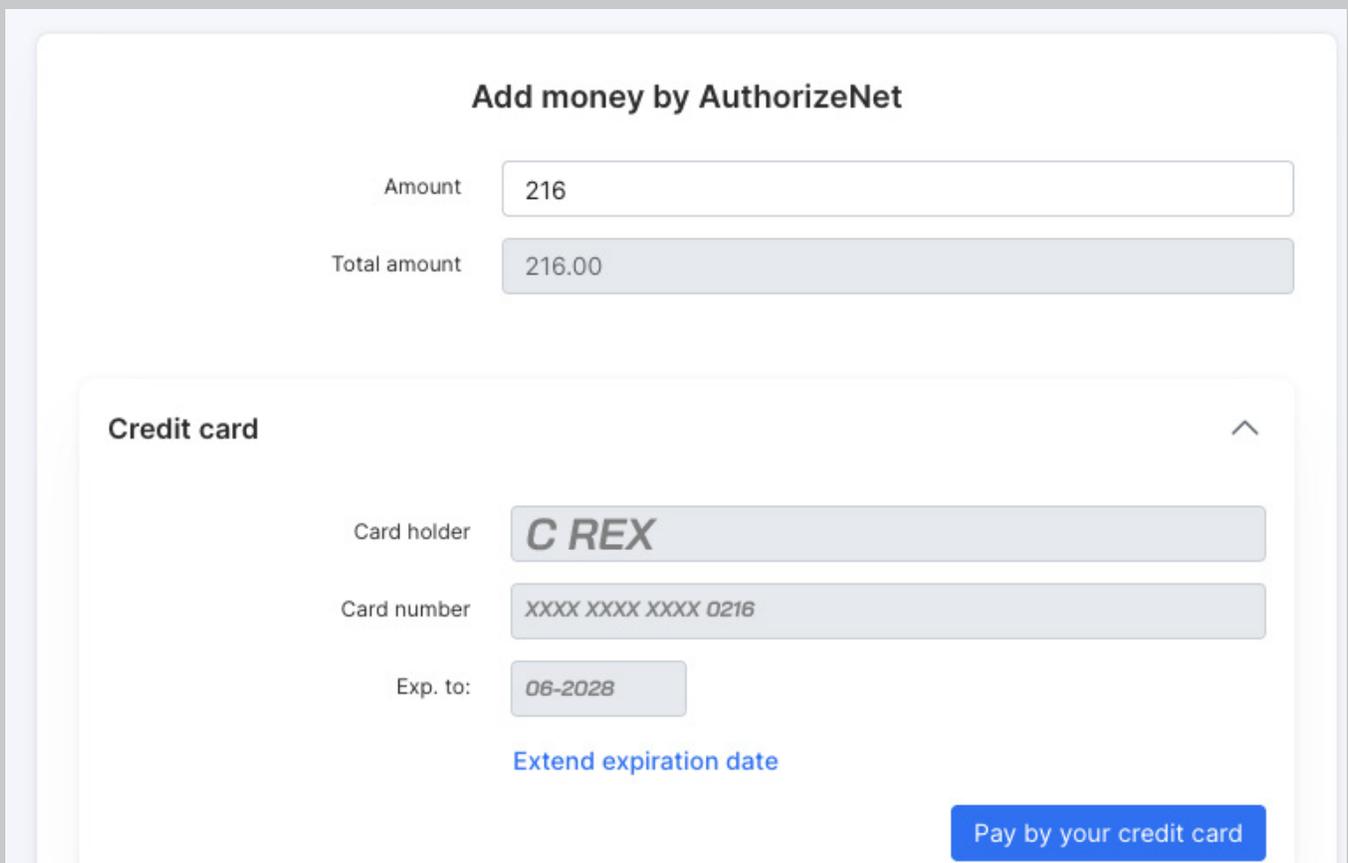


Dashboard

Account balance
\$0.00

Total amount due
\$ 216 [Pay by AuthorizeNet](#)

Check that the amount is correct on the next screen and credit card information is also correct and click Pay by your credit card.



Add money by AuthorizeNet

Amount: 216

Total amount: 216.00

Credit card

Card holder: C REX

Card number: XXXX XXXX XXXX 0216

Exp. to: 06-2028

[Extend expiration date](#)

[Pay by your credit card](#)

You should now have a balance/credit on your account!