enesco | eBill   **Paying your Bill**

Question: How do I pay my invoice(s) online?

There are 2 payment methods to choose from: **ACCOUNT BALANCE** or **BALANCE DETAIL**.

- The first method from the **Ebill Home** page, is to select **ACCOUNT BALANCE**:

- From the main **Account Balance** page, you can choose any of the blue Aging Amount hyperlinks that you're interested in, and view additional details for that amount. You can click on any of the various quantities displayed: current balance amount, overdue balance amount, most recent invoice, etc.

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- After clicking the Aging Amount link that you're interested in, you can review the invoice(s), and then click **ADD TO PAYMENT CART** if you want to pay all the invoices in your Balance Total.
- If you don't want to pay all the invoices displayed on the page, you can click on individual **Item ID** hyperlinks, and then choose to **Add to Payment Cart** for each item.
- Or you can click on the **Return to Account Balance Summary** link to go back to the Account Balance page.

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Account Balance

Account Aging Detail by Days Overdue
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eBill Payment Links

eBill Payment Home
Bills
Account Balance
Balance Detail
Payment History
My Preferences
Customers
Order Management Home

Payment Cart

USD	36,201.50

Payment Cart
Make Payment

Show Breakdown Balances by	
Invoice Status:	Open
Division:	EGVAR Enesco - AR Business Unit
Days Overdue:	PastDue 61-90
Balance Total:	6,196.50 **Currency:** USD

Open Invoices Detail   Find | View All | 🎞   First ◄ 1-6 of 6 ► Last

Item ID	Line	Type	Payment Terms	In Dispute	In Collection	Due Date	Customer Balance	Currency
15647676		Invoice	030	☐	☐	11/26/2015	1,400.00	USD
15647745		Invoice	030	☐	☐	11/26/2015	3,745.00	USD
15647791		Invoice	030	☐	☐	11/26/2015	128.00	USD
15647797		Invoice	030	☐	☐	11/26/2015	789.00	USD
15649437		Invoice	030	☐	☐	11/27/2015	140.00	USD
15687918		CreditMemo	000	☐	☐	12/07/2015	-5.50	USD

Add to Payment Cart

Return to Account Balance Summary

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2. The 2nd method for paying your invoice(s) online is to select **Balance Detail** from the **Ebill** menu, and then select one invoice at a time by clicking the invoice number to add it to the payment cart:

Balance Detail

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If the invoice does not appear in the list below, use   Invoice Search.

Click on Invoice ID to see invoice detail information.

eBill Payment Links

eBill Payment Home
Bills
Account Balance
Balance Detail
Payment History
My Preferences
Customers
Order Management Home

Payment Cart

USD   661.36

Payment Cart
Make Payment

Balance Detail   Find | View 100 | First ◀ 1-25 of 185 ▶ Last

Invoice Id	Type	Status	In Dispute	In Collection	Due Date	Customer Balance	Currency
15598413	Invoice	Open	☐	☐	10/21/2015	32.00	USD
15598414	Invoice	Open	☐	☐	10/21/2015	96.00	USD
15612155	Invoice	Open	☐	☐	10/30/2015	500.00	USD
15647676	Invoice	Open	☐	☐	11/26/2015	1,400.00	USD
15647745	Invoice	Open	☐	☐	11/26/2015	3,745.00	USD
15647791	Invoice	Open	☐	☐	11/26/2015	128.00	USD
15647797	Invoice	Open	☐	☐	11/26/2015	789.00	USD
15649437	Invoice	Open	☐	☐	11/27/2015	140.00	USD
15687918	CreditMemo	Open	☐	☐	12/07/2015	-5.50	USD
15691309	Invoice	Open	☐	☐	01/08/2016	420.00	USD
15691316	Invoice	Open	☐	☐	01/08/2016	160.00	USD
15696374	Invoice	Open	☐	☐	01/14/2016	376.00	USD
15696376	Invoice	Open	☐	☐	01/14/2016	1,064.00	USD
15696377	Invoice	Open	☐	☐	01/14/2016	1,086.00	USD
15696378	Invoice	Open	☐	☐	01/14/2016	636.00	USD
15696379	Invoice	Open	☐	☐	01/14/2016	513.00	USD
15696385	Invoice	Open	☐	☐	01/14/2016	64.00	USD
15696386	Invoice	Open	☐	☐	01/14/2016	96.00	USD
15696387	Invoice	Open	☐	☐	01/14/2016	32.00	USD
15696388	Invoice	Open	☐	☐	01/14/2016	64.00	USD
15698837	Invoice	Open	☐	☐	01/16/2016	420.00	USD
15698838	Invoice	Open	☐	☐	01/16/2016	1,277.50	USD
15698839	Invoice	Open	☐	☐	01/16/2016	805.00	USD
15698840	Invoice	Open	☐	☐	01/16/2016	1,907.50	USD
15698841	Invoice	Open	☐	☐	01/16/2016	1,960.00	USD

Add to Payment Cart

- For both methods, when you can click on one invoice at time and choose **Add to Payment Cart** to pay the invoice individually rather than multiple invoices in a group, you will see the **Invoice Summary** page:

- After you click **Add to Payment Cart**, you will see the **Payment Cart** page, and have the ability to:
    - Update Cart
    - Select All (Invoices)
    - Deselect All (Invoices)
    - Empty Cart
- You also have the ability to change the payment amount and enter a reason for your change (ie. Damaged, Discount, Pricing, Pymnt Plan, RMA, Shortages) (see red circle below).
- A credit amount can only be applied to a balance that already exists in the payment cart. An individual credit cannot be added to the payment cart when there is no balance to which it can be applied.
- A Comments section is also provided for your use in case you'd like to communicate with the Enesco Accounts Receivable team.
- Once you're satisfied with your payment total, you can make the payment by clicking the **Make Payment** hyperlink at the bottom of the page (see blue circle below):

- Click **Pay This Amount** on the **Make Payment** page to proceed to credit card information:

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- Enter the Credit Card information, and then click **NEXT** at the bottom of the page to go to the **Credit Card Payment Verification** page:

- On the **Credit Card Payment Verification** page, you can review and confirm your information, then click **OK TO PAY** to process your payment. A message will be displayed to notify you whether your payment was accepted or not.