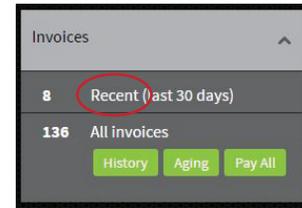


# HOW TO PAY AN INVOICE

1. From the Home/Dashboard screen click **Recent** on the **Invoices** tile to pay invoices individually.
2. The **Invoices** page opens. Check the invoices that you would like to submit and Click **Pay: \$**.
3. The **Payment** page opens. Check **Use existing payment method** or add and save a new payment method for future use. For one time use, uncheck.
4. Click **...** next to **Method**.
5. The **Select Payment Method** window opens. Select either:
  - Use new payment method -OR-
  - Existing Credit Card (skip 5a & 5b)
- 5a. The **New Payment Method** window opens. Enter the appropriate information associated with the credit card in the fields and click **Next**.
- 5b. The webpage for TGI's third party credit card provider, **Net1 Payment Solutions/Sage Exchange**, will open in a new browser window. Enter the **Card Number** and **Expiration Date**. Click **Submit**. The myTGI **Payment** page window will open.
6. Click **\$ Submit**.
7. You will receive a Payment Confirmation Number.



INV565505	Misc. Charge Invoice	\$0.03	\$0.03	<input checked="" type="checkbox"/>	Unpaid
INV565503	Misc. Charge Invoice	\$0.02	\$0.02	<input type="checkbox"/>	Unpaid

