



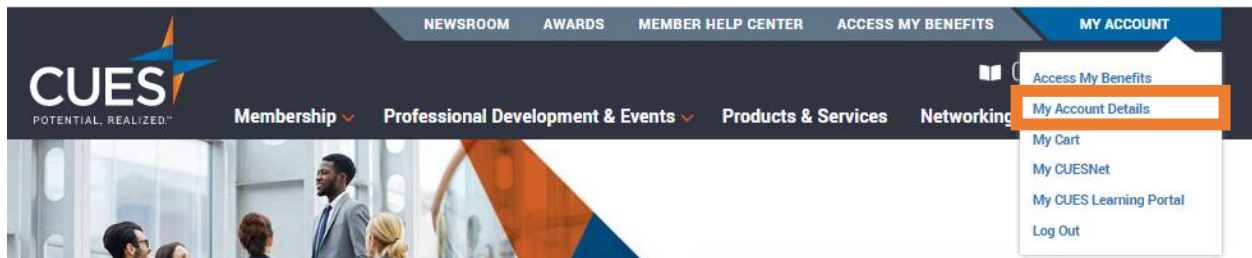
## Member How-to Document

### Credit Card Payments

**Purpose:** To pay an invoice online via credit card.

**Process:**

1. Once you are logged in to cues.org, click 'My Account' then click 'My Account Details' from the dropdown.



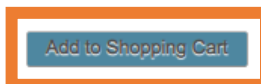
2. In your 'Account Details' page, under 'My Invoices', you'll see unpaid invoices.  
*\*If you are a company admin, you can view and pay all invoices for the credit union.*  
*\*If you are not a company admin, you can view and pay your own invoices.*
  - Click 'Download' to download a copy of the invoice
  - Click 'Pay Invoices' to pay via credit card

3. Click 'Add to Shopping Cart'

Show invoices for

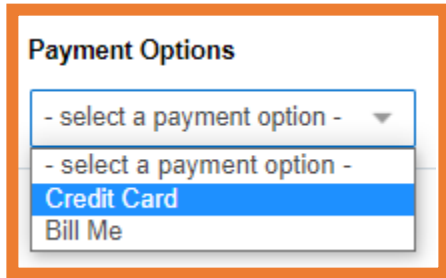
Select All

<input checked="" type="checkbox"/>	Invoice	685265	Date	04/20/2022	Invoice Due	04/20/2022	PO#	
	2022 CUES Advanced Management Program for Laura Gibbs							
							2022 CUES Advanced Management Program for Laura Gibbs	\$ 7,995.00
							Balance Due:	\$ 7,995.00



[Go to shopping Cart](#)

4. Under 'Payment Options', choose 'Credit Card'  
\*Canadian members: for payment type, select 'Canadian Credit Card'  
\*All other members: choose 'Credit Card'



The image shows a screenshot of a web form titled "Payment Options". It features a dropdown menu with the text "- select a payment option -" and a downward arrow. The dropdown is open, showing three options: "- select a payment option -", "Credit Card", and "Bill Me". The "Credit Card" option is highlighted in blue, indicating it is the selected choice. The entire form area is enclosed in an orange rectangular border.

5. Enter card information, and click 'Submit'  
\*Required data is indicated with a red asterisk.

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