



## Member How-to Document

### Downloading & Paying Invoices Online

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

**Process:**

1. Once you are logged in to cues.org, you'll be in the myCUES Dashboard. From here, click 'Manage My Account'.

Hi, Laura.

Laura Gibbs  
Member Engagement Manager  
CUES Staff

Membership Level  
Unlimited+

Member ID  
1081755

Manage My Account >

2. In your account 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

My Invoices

Show

Paid Invoices  Unpaid Invoices  All Invoices

Invoice	Invoice Date	Description	Total Charges	Payments	Balance	Actions
683118	09/29/2021	2021 CUES New England Council Meeting	\$200.00	\$-200.00	\$0.00	Download
681291	08/10/2021	2021 CUES New England Council Meeting	\$200.00	\$-200.00	\$0.00	Download
673479	12/03/2019	2019 Directors Conference	\$100.00	\$-100.00	\$0.00	Download

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	
	<b>Balance Due:</b>						<b>\$ 7,995.00</b>	

[Add to Shopping Cart](#)

[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'

**Payment Options**

- select a payment option -

- select a payment option -

**Credit Card**

Bill Me

5. Enter card information, and click 'Submit'

\*Required data is indicated with a red asterisk.

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