

Welcome to training on how to maintain your invoices, pay with the payment account, and pay with a check.

How Do I Maintain My Invoices?

To begin, navigate to the Invoices screen by clicking on the **Report** menu option.

Then select **Invoices**.

The **Invoice** screen displays. You can use this screen to apply payments to outstanding debit invoices.

We will show how to make a payment using an electronic account.

On this screen, the unpaid invoices display by default. To view only **Paid** invoices, select the **Show Paid Invoices** checkbox.

You can search for invoices using the search criteria available, including the **Recent Invoices**, **Date Range**, and the **Invoice Type** search options.

To view an invoice, select the **Invoice** link.

The invoice downloads. Click **Open**.

The invoice displays. Review the invoice, and close out to continue.

Select the check box to the left of the outstanding invoice that you want to pay. You can select more than one invoice to pay at a time.

Select the **Pay Invoice** button.

How Do I Pay with A Payment Account?

You must create a **Payment Account** in the ESS portal in order to make a payment.

If you would like to set up a payment account, you can click the **Add a New Payment Account** link to do so.

Please refer to the Admin Menu, Part 1 demonstration video to learn more.

Step 1 of the process is to apply payment. We will remit payment for these invoices with a payment account.

This employer has one payment account on file.

Click **Edit** next to the payment account you choose to use for payment.

Next, enter the amount that you would like to pay from that account.

You can pay using more than one account.

Click **Apply** to save updates, or click **Cancel** to close the edit field without saving your updates.

Click **Continue to Step 2**.

Review the information you entered. Then enter your **RSA Pin**.

Click **Submit**.

The confirmation message displays, and your payment is submitted. Please print this screen, and save for your records.

Click **Pay Another Invoice** to go back to the **Invoices** screen.

You are returned to the **Invoices** screen. Notice the invoice you paid is now in **Pending** status.

For additional information or assistance, please contact an Employer Services Representative (ESR) at 334-517-7005 or employer.services@rsa-al.gov.