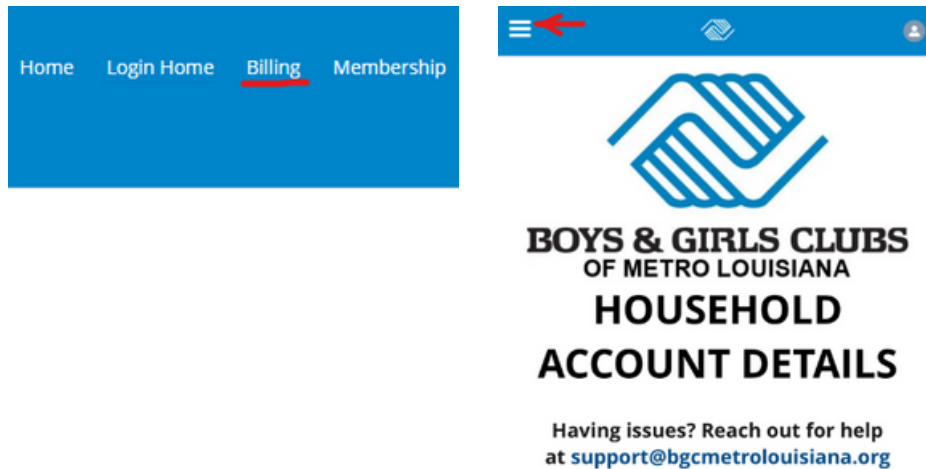


How to Make Partial Payments

Click onto the billing section at the top of the desktop, or by clicking the drop down on mobile.



Input the amount you want to pay and press save.

The screenshot shows a payment input form with a text field containing "25.00" (underlined in red). Above the field is a label: "* Edit the amount to pay". To the right of the field are two buttons: "Cancel" and "Save" (highlighted with a red underline).

Proceed to pay by pressing the green Pay button.

The screenshot shows a payment summary section with the following details:

- Sub Total: \$25.00
- Other Amount to Pay ⓘ: \$0.00 ✎
- Estimated CC Surcharge: \$0.55
- Total Amount to Pay: \$25.00

Below the summary is a green button labeled "Pay".