Paying off a balance online

1. Access your organization's ACTIVE Net online site. Sign into your account by clicking "Sign In" and entering your login and password credentials. If you do not have an account, click "Create an Account" and enter all required fields.
2. Scroll to the top right hand corner and click on the "My Account" link.
3. Click on the "Pay on Account" link under the Payment Details section.
4. The next page will list any receipts on which there is an outstanding balance. Next select the EDIT link under the Payment Amount column. You can select a predetermined amount from the dropdown menu, or you can enter a custom payment amount in the field. Click {Continue} once the desired payment amount has been entered.
5. The following page will confirm the payment you are making. If you are satisfied with the entered amount, click {Continue}. The next page will provide another confirmation of the total balance as well as the amount you are paying. Click {Next} if you are satisfied with the values.
6. You will next see yet another confirmation in your shopping cart. If there are no additional transactions or changes to the Shopping Cart, click {Proceed to Checkout}. If necessary, review any waivers, check any acknowledgement boxes, and initial where necessary. Click {Next} once all terms and conditions have been met.
7. Enter the credit card or payment method information for how you wish to pay. Click {Pay and Finish} once this is complete, and the transaction will be processed. Click {View or Print Receipt} if you wish to view or print the receipt.