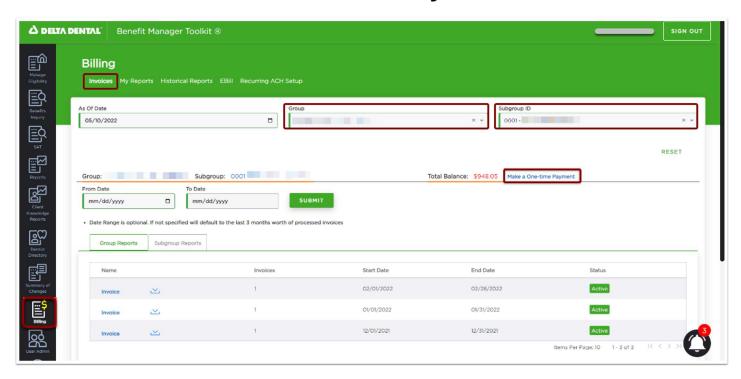
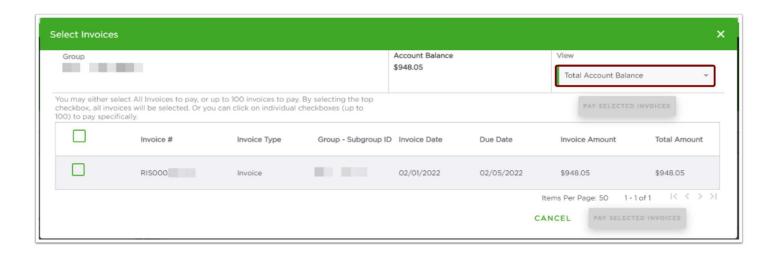
## **How to Make a One-Time Payment**

Overview of the process of making a payment in BMT.

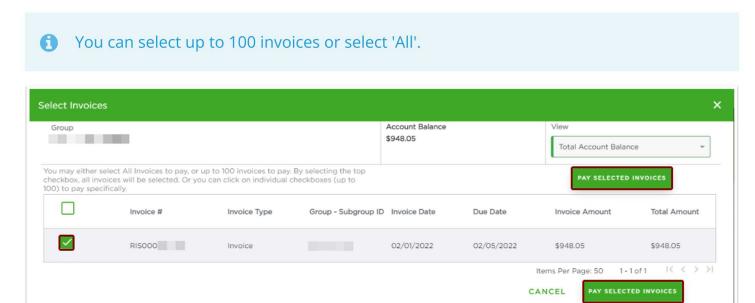
- 1. Navigate to the Billing Section and click on the Invoices tab.
- 2. Enter the Group/Subgroup you wish to make a payment for.
- 3. Click on the Make a One-time Payment link.



1 In the popup that appears, the Total Account Balance will appear automatically.

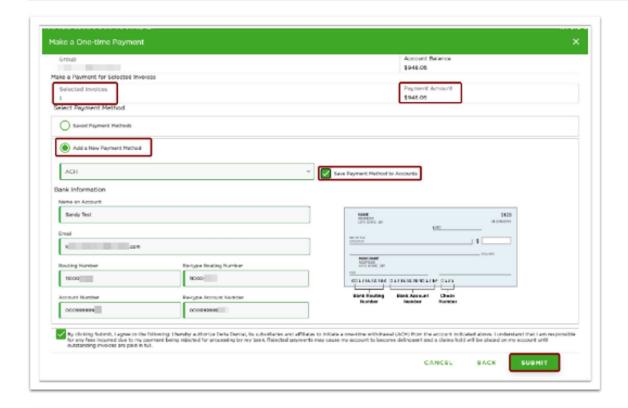


- 4. Using the dropdown in the upper right corner, select 'Past Due' or 'Future Due' as a way to sort invoices and select which you'd like to pay.
- 5. After selecting one or more invoices, click on the Pay Selected Invoices button which has now been enabled.

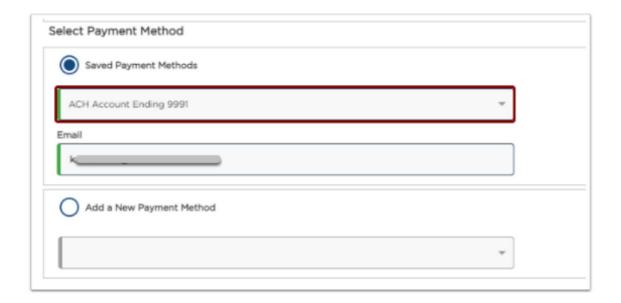


6. In the Select Payment Method section, if you have not saved a payment method, you will have the ability to add a New Payment Method, and then optionally save that method to be used next time.

1 The number of selected Invoices, as well as the Payment Amount you are about to pay, will now appear.

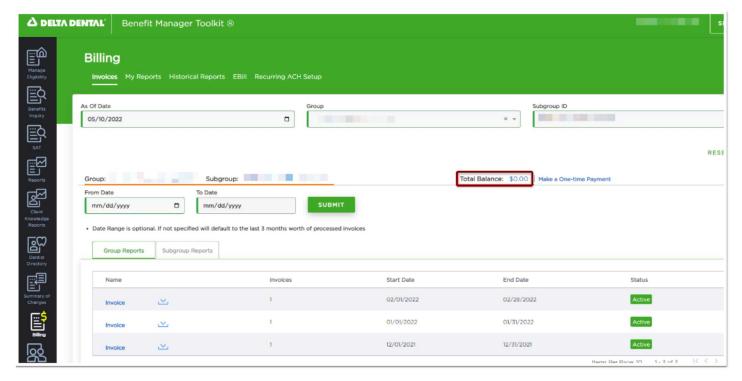


If you have saved one or more payment methods, you will be able to select from the dropdown.



## 7. After selecting Submit, you will be taken to the Payment Confirmation screen with a Confirmation Number.





- 1 Users will also receive a confirmation email.
- ① Once you close the popup, the Total Balance will reflect the Payment that was submitted.