

New Instructions for Paying Online by Credit Card (VISA, MasterCard, Amex)

1. On this page, enter the invoice number and name on the invoice. Click the “Pay Now” button.
2. In “Price per item”, enter the payment amount. Click “Continue”.
3. At the bottom of the screen, click “Pay with Credit Card or Visa Debit”.
4. Enter your credit card information, billing information associated with your credit card, and contact information. Your receipt will be sent to the email address you provide. If you would like to set up a PayPal account for future payments, select this option and follow the instructions. If you do not wish to do so, click “No, thanks”.
5. Click the “Pay Now” button.

Please note:

- PayPal is Indivica’s online credit card processor. You do not need a PayPal account to pay your invoice by credit card.
- Your credit card information is processed on PayPal’s secure site. Indivica does not have access to your credit card and associated billing information.
- There is a \$10,000 payment limit per transaction. Payments exceeding \$10,000 must be split into 2 or more transactions.