

# How to Make Invoice Payments

Our online payment system makes it easy.

## STEP 1

### Option 1

Click the payment link in your emailed invoice or statement.

OR

### Option 2

Use the Pay Invoice button on our website. Enter your email address and follow the payment instructions in the subsequent email or enter the invoice number and amount exactly as it appears on your invoice.

1

To pay online, go to [www.kraftcpas.com/payments](http://www.kraftcpas.com/payments)

2

#### Login Using Email

Please enter the e-mail address associated with your account to receive a link to log in with:

E-Mail \*

OK

OR

#### Enter invoice details

Please enter details as shown on your current invoice:

Invoice Number \*

Amount \*

OK

## STEP 2

1. Select the invoice you want to pay.

2. Select your payment option:  
**ACH/eCheck** or **Credit/Debit Card**.

*A 3% processing fee will be applied to all credit card transactions.*

Credit Cards	Transaction Fees	Total Amount to Pay
VISA	\$210.00	\$7,210.00
Debit Cards	No Fee	\$7,000.00

## STEP 3

1. Enter your payment details.

2. Check the box to save your information for future payments.

3. Once the payment is successful, a confirmation will be sent to you.

#### Credit/Debit Card

Name: JOHN SMITH  
Number: 0000 0000 0000 0000  
Expiration: 00 00 CVV: 123

#### ACH/eCheck

Make Payments  
Type:  Personal  Business  
Account Name: ABC Company  
Routing Number: 123456789  
Account Number: 0987654321  
Account Type:  Checking  Savings  
 Securely save this bank account for future use (for National Properties Management, LLC only)



On your personal dashboard, you can access the following:

- Current invoices
- Receipts
- Notifications
- Payment plans

