

Horizon Online Pay

This guide was developed to outline the steps to pay invoices and update ACH payment methods in Horizon Online Pay.

Using Horizon Online Pay



INVOICE HISTORY

Payments are all initiated from the **Invoice History** page. There are multiple ways to access Invoice History. One way is from the **My Account** menu. The Invoice History page opens. Click the **Invoice Payment** drop-down menu and click the applicable menu item.



PAY NOW

Another way to access Horizon Online Pay is by clicking the **Pay Now** button at the top of the page.



PAY FULL BALANCE

The **Pay Full Balance** option allows customers to pay the full balance of their account. This option is available after selecting a **Payment Method**.



PAY OTHER AMOUNT

The **Pay Other Amount** option allows customers to view their Current Full Balance, select the **Account to Pay** from, and enter the **Amount To Pay**. When the fields are populated, they will click the **Pay Other Amount** button.

