Instructions - Making Payments Via Agency Portal

- Once logged into the Agency Portal, click on **Statement** at the top of screen toward the left-hand side

On the Next Screen

- Select the checkbox for **Agency Bill**
- Click on **View Statement**

On the Next Screen

- Click the checkbox for the available invoice(s) that you would like to pay
- Click on the **Payment** button

Payment Detail Box Will Appear Toward the Top of the Screen

- The system will default to the full amount of the invoice(s) in the **Pay Amt ($)** field(s). You have the ability to change the amount(s) if desired.
- Once everything is correct according to what you want to pay, click the **Epay Payment** button.

Epay Payment Information Screen

- Verify amount
- Choose **Payment Type**
- Enter information and process from there.