



# **MyNCR**

## **How to Pay Invoices**

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# How to Pay Invoices in MYNCR

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This user guide for NCR Invoice Payments is designed to provide users with basic instructions for paying invoices via NCR's invoice processing experience.

The intended audience for this guide is NCR customers who pay invoices online from NCR.

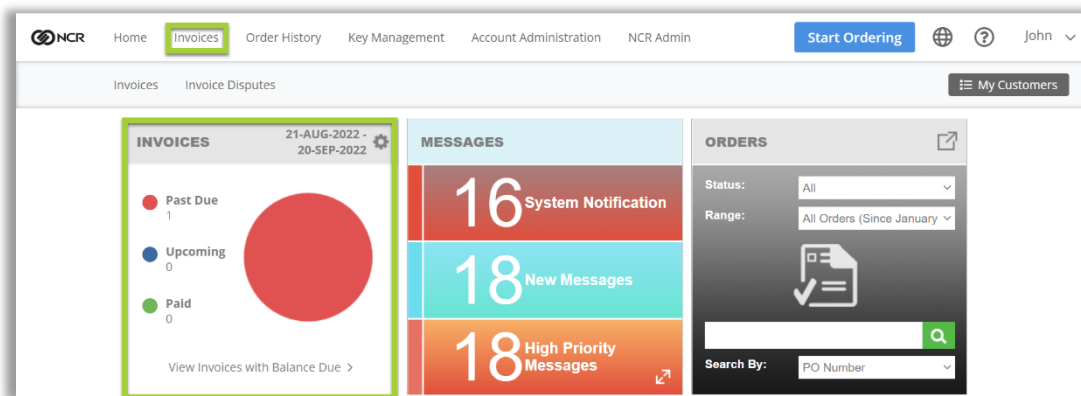
# Paying an Invoice

Note: Online invoice payments are currently only available for US-based customers

Step 1 Log in at <https://myncr.ncr.com/>

Step 2 Visits the Invoices Page

From your dashboard, click “Invoices” in the upper left of the screen or click on the “View Invoices with Balance Due” button within the “Invoices” portlet.



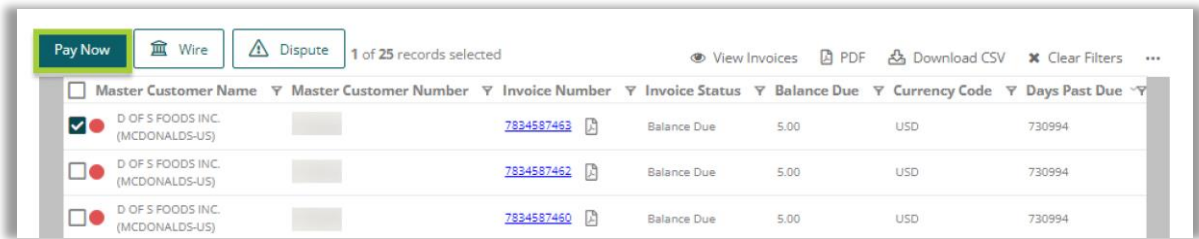
Step 3 Choose the Invoice(s) you would like to pay

Locate the invoice you would like to pay and mark the associated checkbox. You may select more than one invoice if you would like to pay multiple at the same time. Optionally, you can also click the Invoice Number to go to the Invoice Detail page and mark the checkbox from there.

<input type="checkbox"/>	Master Customer Name	Master Customer Number	Invoice Number	Invoice Status	Balance Due	Currency Code	Days Past Due
<input checked="" type="checkbox"/>	D OF S FOODS INC. (MCDONALDS-US)		<a href="#">7834587463</a>	Balance Due	5.00	USD	730994
<input type="checkbox"/>	D OF S FOODS INC. (MCDONALDS-US)		<a href="#">7834587462</a>	Balance Due	5.00	USD	730994
<input type="checkbox"/>	D OF S FOODS INC. (MCDONALDS-US)		<a href="#">7834587460</a>	Balance Due	5.00	USD	730994

**Step 4 Begin the Payment Process**

Once you have selected the checkbox for the invoice(s), click on the “Pay Now” button in the top left to open the invoice payment page

**Step 5 Enter your Payment Amount**

On the invoice payment page, your payment amount will default to the balance due on the selected invoice(s). You may adjust this amount as desired. You may always click the “Pay Full” button to reset the amount to the full balance.

Invoice Number	Balance Due	Payment Amount ⓘ
7834587463	\$ 5 USD	<input type="text" value="5"/> <input checked="" type="checkbox"/> Pay In Full
7834587462	\$ 5 USD	<input type="text" value="5"/> <input checked="" type="checkbox"/> Pay In Full

**Payment Methods**

Test ending in 5678

Use New Bank Account

**Payment Total: \$ 10.00 USD**

[Proceed To Payment](#)

**Step 6 Choose your Payment Method**

By default, you will be able to complete your payment using ACH bank transfer. Depending on your account, you may also have the ability to pay by credit card. If applicable, choose the corresponding “Payment Method” option on the invoice payment page.

## New Payment Method

If this is your first payment, or you would like to use a new payment method, you can choose the “Use New Bank Account” option and click the “Proceed to Payment” button.

The screenshot shows a 'Payment Methods' section with two radio button options. The first option, 'Test ending in 5678', is unselected. The second option, 'Use New Bank Account', is selected. Below the options, the 'Payment Total: \$ 10.00 USD' is displayed, and a dark green 'Proceed To Payment' button is located at the bottom right.

Once you click the “Proceed to Payment” button, you will be transferred to our secure payment partner. Enter your bank account details here and click “Finish.” Once submitted, your payment will be processed. Your payment method will also be saved for future use.

The screenshot shows the Cybersource payment interface. At the top is the 'cybersource A Visa Solution' logo. Below is a 'Billing Information' section with fields for 'First Name \*' (John), 'Last Name \*' (Doe), and 'Email \*' (john.doe@ncr.com). Below that is a 'Payment Details' section with fields for 'Routing Number \*', 'Account Number \*', and 'Account Type \*'. A 'Finish' button is located at the bottom right, and a 'Cancel' button is at the bottom left.

## Saved Payment Method

If you have made a payment previously, and would like to use that payment method again, you can choose the displayed payment method. Select your desired payment option and click “Submit.” Once submitted, your payment will be processed.

The screenshot shows the 'Payment Methods' section with two radio button options. The first option, 'Test ending in 5678', is selected. The second option, 'Use New Bank Account', is unselected. Below the options, the 'Payment Total: \$ 5.00 USD' is displayed, and a dark green 'Submit' button is located at the bottom right.

# Payment Confirmation

Once you complete a payment, a confirmation message will be displayed, and you will also receive a confirmation email to the email address associated with your account. Please note that it may take up to 48 hours for the payment to reflect on your invoice(s).

