

Online Payments with Intuit QuickBooks

Instructions for paying online invoices are below. Anyone on a payment plan can make payments on their account via the emailed invoice. We will email out monthly statements until the balance is paid in full. A reminder that all balances must be paid in full by stated due dates.

If you purchase a uniform or uniform replacement piece and do not pay at the time you order the uniform, you will receive an email invoice a few weeks after you place your order and can pay online via the invoice.

General Instructions for paying online invoices via Intuit QuickBooks

1. You will receive an email from The Singing Angels with the subject line: *Invoice from The Singing Angels*.
2. Once you open the email, click “View Invoice” and you will be taken to the Intuit QuickBooks website where your invoice will be shown.
3. To pay the invoice via credit card or bank transfer, click “Pay now”. If you are on a payment plan, you may enter the payment amount you would like to pay. You do not need to pay the entire balance on the invoice at one time.
 - Credit Cards accepted – MasterCard, Visa, American Express, Discover
 - Bank transfers accepted – personal checking, business checking, personal savings, business savings. Please note: you will need routing number, account number, account holders first and last name for business transfers
4. You may create an account with Intuit QuickBooks to save your payment information for future payments. However, you do not need to create an account to pay the invoice.
5. Once payment is made, you will receive an email receipt.

We will continue to take payments in the office on Saturdays. If you have any questions or need help, please contact John Holiman (john@singingangels.org) or Holly Harris (holly@singingangels.org).

