



INVOICES

This guide will help you view and pay invoices

You can pay an invoice with a stored payment method or add a new one.

Viewing Invoices

1. Please go to <https://suntex.prod.portal.stellar-mms.com/> to access your Stellar portal.
2. Click **Invoices** to review.

Your Marina Customer Portal Welcome Mr. Suntex Light Mode Log Out

Contracts **Invoices** New Password Payment Methods

3. To view an invoice in **greater detail**, click on the specific line item you would like to see.

You can click **View** or **Pay**.

ID	Date	Amount	Paid	Owed	
141507	2023-12-01	\$3428.28	\$3428.28	\$0.00	View
141266	2023-11-01	\$3428.28	\$3428.28	\$0.00	View
140895	2023-10-01	\$3428.28	\$3428.28	\$0.00	View
140381	2023-09-01	\$3428.28	\$3428.28	\$0.00	View
140382	2023-09-01	\$4406.26	\$0.00	\$4406.26	Pay 3 View

4. In a *separate window*, you will see a **breakdown of your invoice**. Simply **click out** of the window when you finish reviewing or **submit payment**.

INVOICE DETAILS:
Booking Invoice
Invoice ID:141862
2024-02-01

Name	Price	QTY	Subtotal	Tax
Mr. Suntex, 38 ft Annual, Every 1 Months, Slip B-203, 2023-06-27-2024-06-27 Billing Period: 2024-02-01	\$100.00	1	\$100.00	\$5.00

Totals

Subtotal	\$100.00
Tax Total	\$5.00
Grand Total	\$105.00
Amount Paid	\$0.00
Amount Owing	\$105.00

* Please note: Sample Customer data is for demonstration purposes only



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Paying an Invoice

- 5.) Click **Pay** next to the invoice you want to pay.
 - a) Select the **Payment Type** you want to use
 - b) If you have a credit card or bank account **saved on file**, it will show up as a **Payment Method** option. If not, please **enter your payment information** details.
 - c) Click **Submit** to process payment.

Note: When entering a new payment method, it will automatically be stored in the portal after payment is submitted.

The screenshot shows a 'Payment Method' selection screen within an 'Invoices' portal. On the left, a summary table displays the following amounts:

Subtotal	\$100.00
Tax	+ \$5.00
Total Amount	\$105.00
Amount Paid	-\$0.00
Amount Owed	\$105.00

To the right of the summary are two dropdown menus. The first, labeled '5a', is the 'Payment Type' dropdown, which is open to show options: 'None', 'Credit Card', and 'ACH'. The second, labeled '5b', is the 'Payment Method' dropdown. At the bottom right, there are 'Cancel' and 'Submit' buttons, with a green arrow labeled '5c' pointing to the 'Submit' button. The page title 'Invoices' is visible at the top of the interface.