

## STEP 1

Go to <https://billing.vetsweb.us> and log into your account.

## STEP 2

Click on the Pay Now button

The screenshot shows the Vetsweb user dashboard. On the left is a navigation sidebar with a user profile icon at the top, followed by 'Home' (highlighted in blue), 'Estimates', 'Invoices', 'Payments Made', and 'Statements'. At the bottom of the sidebar are 'Change Password' and 'Log Out' options. The main content area starts with a greeting 'Hello Vetsweb!'. Below this is a summary box for 'OUTSTANDING INVOICES' showing '\$60.00' and 'Available Credits' showing '\$0.00'. A red box highlights the 'Pay Now' button in the invoice summary. Below the summary is a 'My Account Details' section with an 'Edit' link. Further down are sections for 'Vetsweb' and address information, including 'BILLING ADDRESS' and 'SHIPPING ADDRESS', each with an 'Edit' link. At the bottom of the main content area is the Vetsweb logo, company name 'Vetsweb', address '24403 Mizzen Ct, Katy, Texas 77494, U.S.A.', and contact information for Jason Nichols: phone number 8326453544 and email jason@vetsweb.us. There are also 'Mail' and 'Review' buttons.

## STEP 3

Select your payment method or enter a new payment method and click Make Payment.

It is that easy! Your invoice has now been paid, you can view your transaction history and receipts but selecting Payments Made in the left hand menu bar.

If you have any questions on how to use the client billing portal please email Kayla at [kayla@vetsweb.us](mailto:kayla@vetsweb.us)

Thank you!

Vetsweb Support Team