How to pay a SFS invoice

1. Check your inbox or junk folders for an automated email that looks like this:

INVOICE 1028 DETAILS

|  |
| --- |
| Logo  Description automatically generated with medium confidence |
| John Shields, CPA, PLLC |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **DUE 07/01/2022** | | **$XXX.XX** | | |  | | --- | | [**Review and pay**](https://app.qbo.intuit.com/app/undefined/undefined?cta=viewinvoicenow&locale=en_US) | | | Powered by QuickBooks | |

Dear \_\_\_\_\_\_\_\_,  
  
Your invoice for the prior period is attached. All balances are due immediately upon receipt and are subject to the terms and conditions of your executed service agreement (the Agreement). Feel free to contact me if you have any questions.

1. After clicking the payment button, you should see a screen that looks like the one in this link (scroll to middle of webpage):

<https://quickbooks.intuit.com/r/whats-new/enable-faster-customer-payment-with-new-quickbooks-online-payment-portal/>

1. If you receive a payment reminder email, it will look like this:

|  |
| --- |
| John Shields, CPA, PLLC |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | **DUE 07/01/2022** | | **$XXX.XX** | | [**Review and pay**](https://app.qbo.intuit.com/app/undefined/undefined?cta=viewinvoicenow&locale=en_US) | | Powered by QuickBooks | |

Dear \_\_\_\_\_\_\_\_,  
  
This is a reminder that payment for John Shields, CPA, PLLC invoice XXXX has not been received. A finance charge will be applied in accordance with the terms and conditions of the executed service agreement (the Agreement) as amended. If you have already paid this invoice, thank you, and you may disregard this notice once payment is received in full. Please contact me with any questions or concerns.