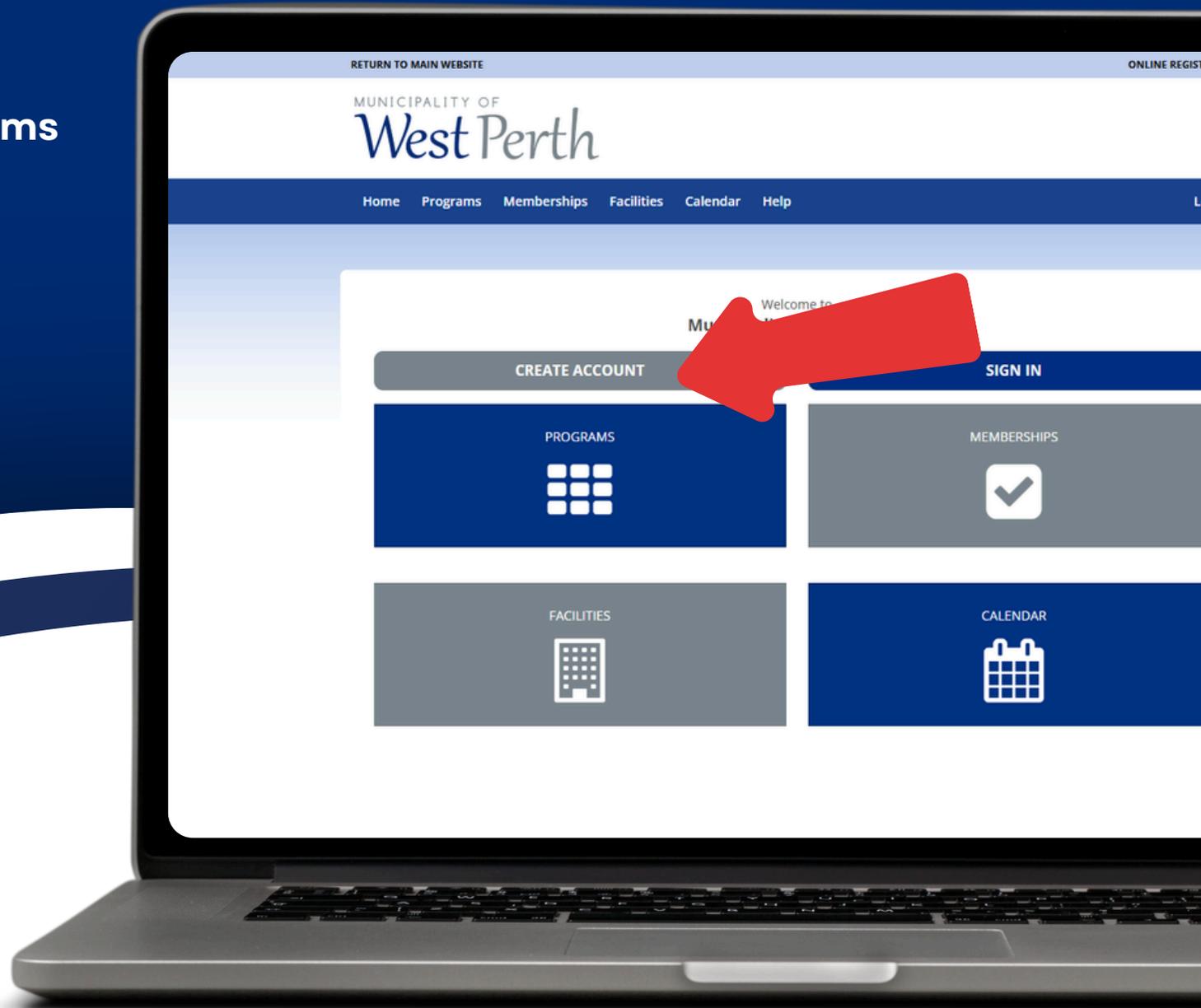
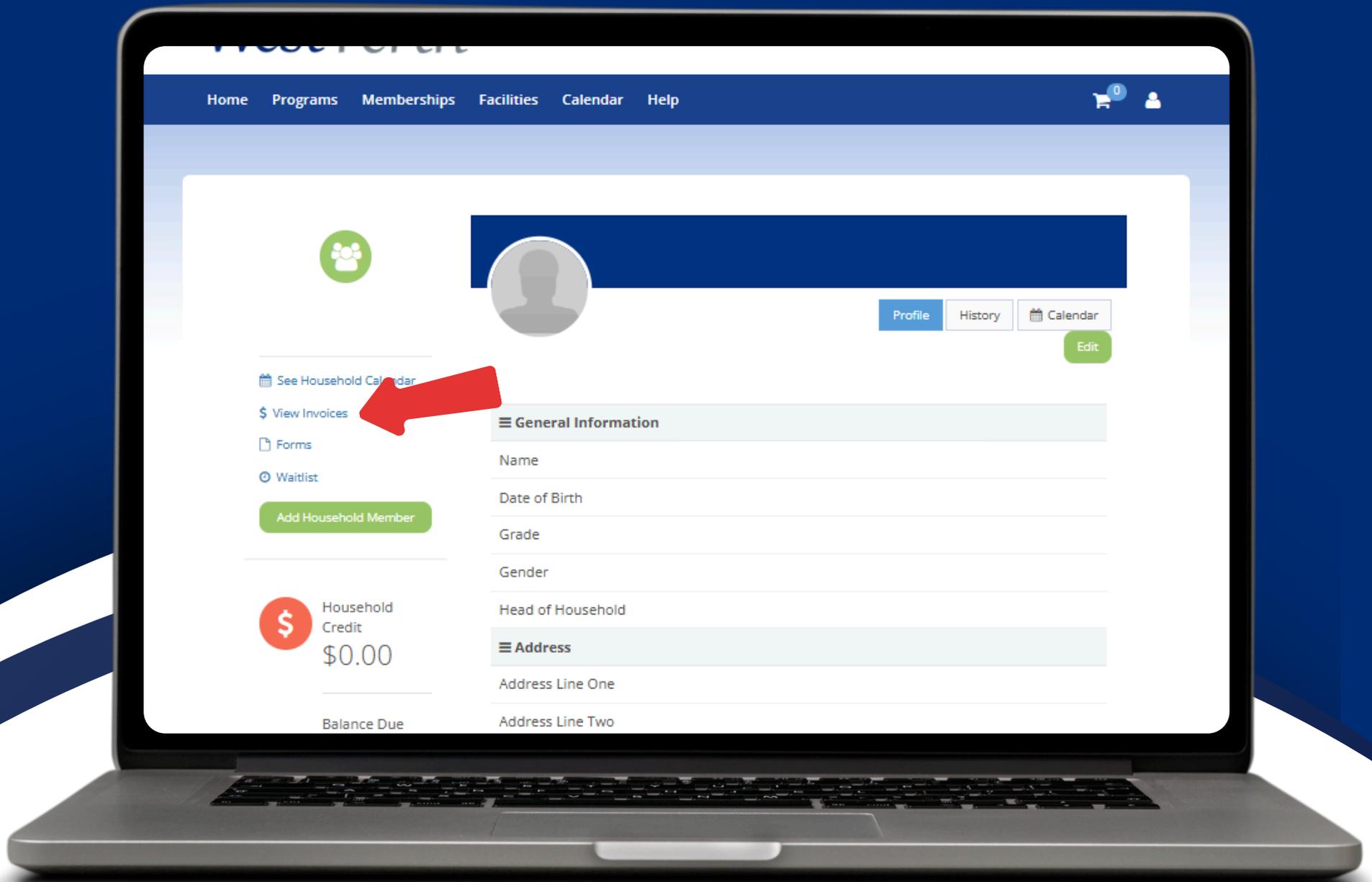


PAY AN INVOICE ON RECDESK

- ✓ Pay Online
- ✓ Fill out registration forms
- ✓ Manage program registrations



PAY AN INVOICE ON RECDESK

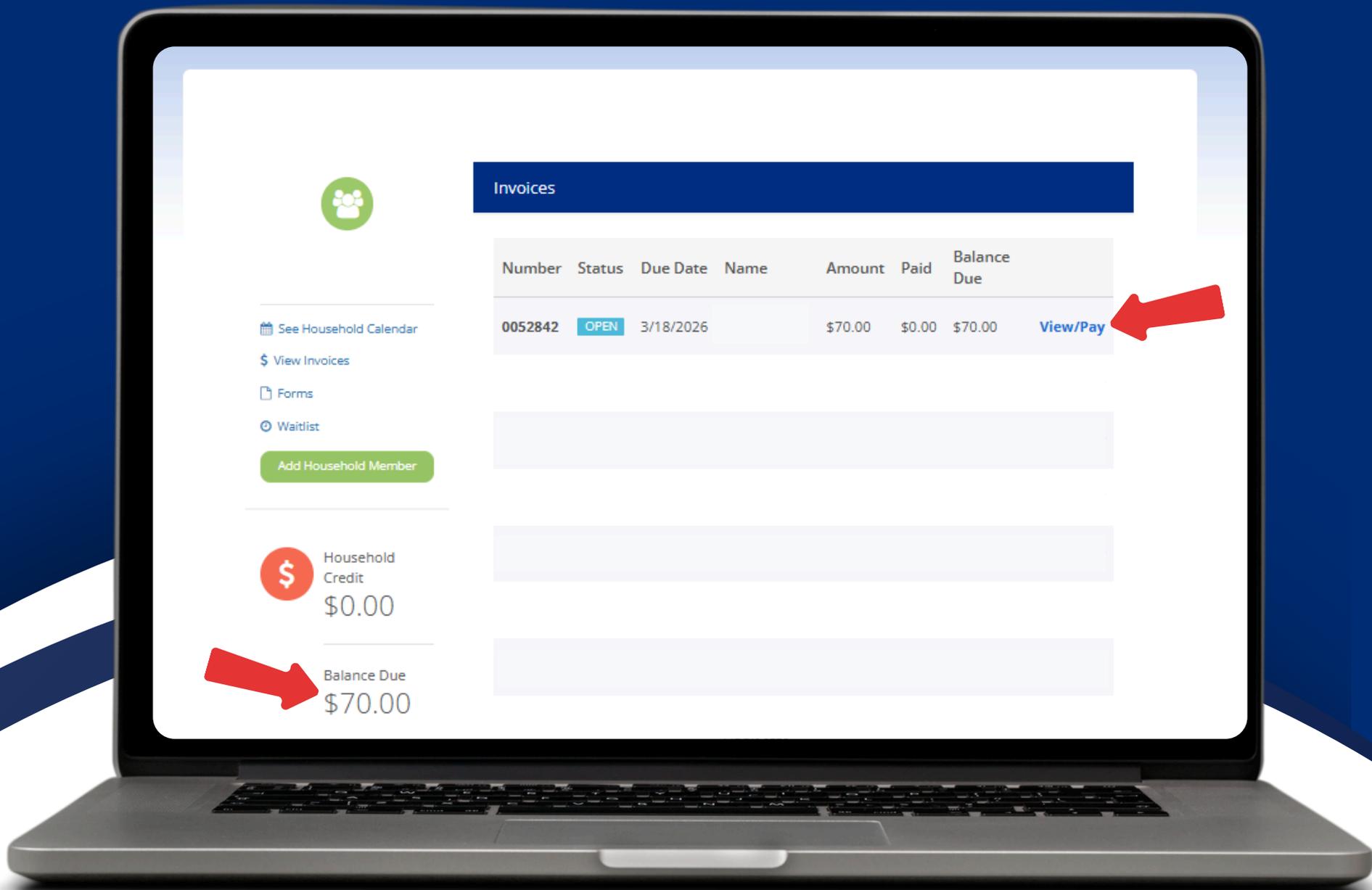


To make an online payment:

- **Click on *View Invoices***

You can also see your Family Balance on your main screen as well.

PAY AN INVOICE ON RECDESK



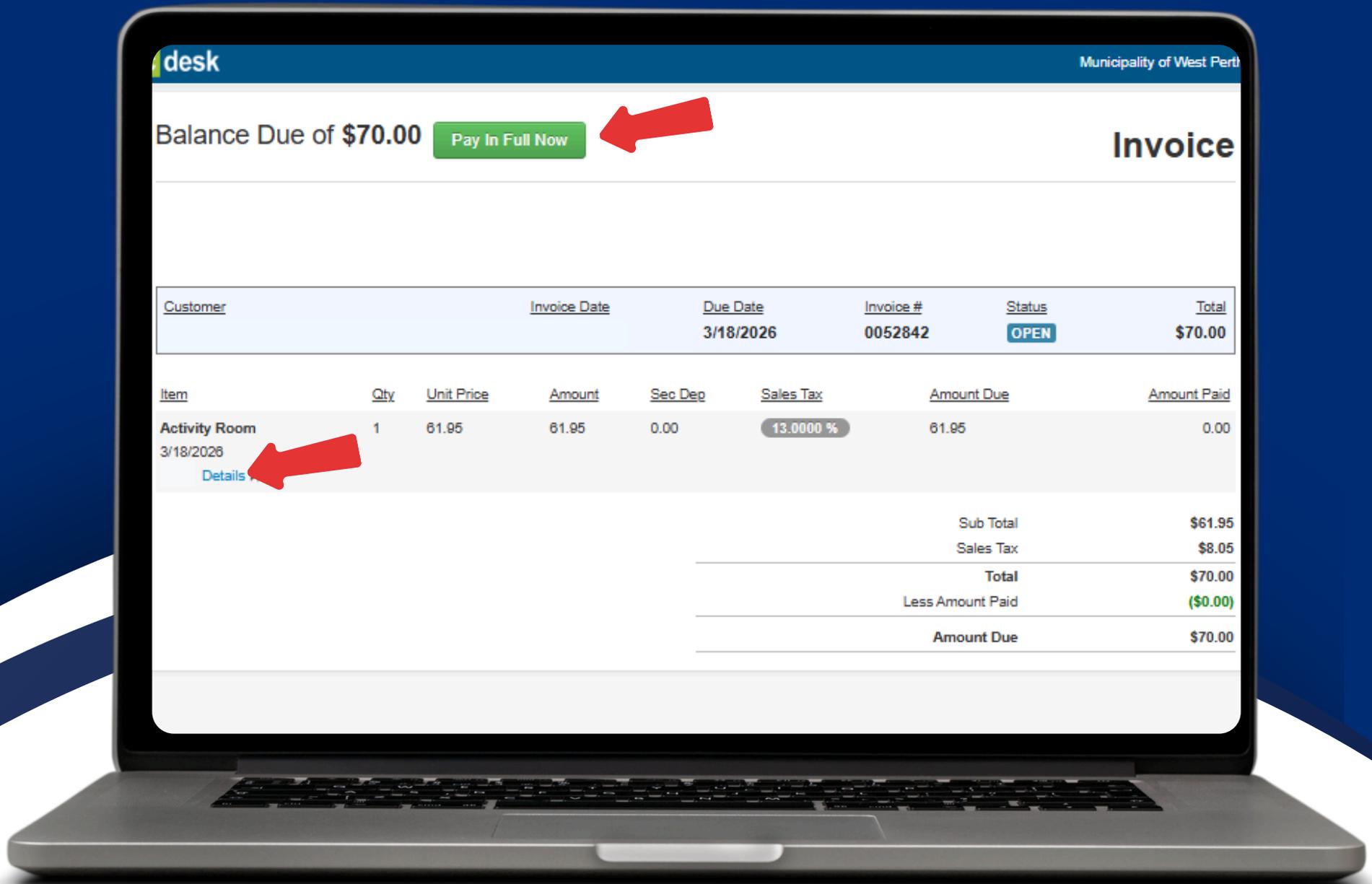
To make a payment, click on *View/Pay*

Take note of your due dates!

Recreation Programs excluding camps/after school programs- *Invoices due at time of registration*

Day Camp and After School Programs - *Invoices due in full at time of registration, or via payment plan*

PAY AN INVOICE ON RECDESK



Review details of your invoice, including the dates, times and the type of event by clicking on *Details*

To make payment, click on the Green *Pay in Full Now* button at the top of the invoice and process payment