



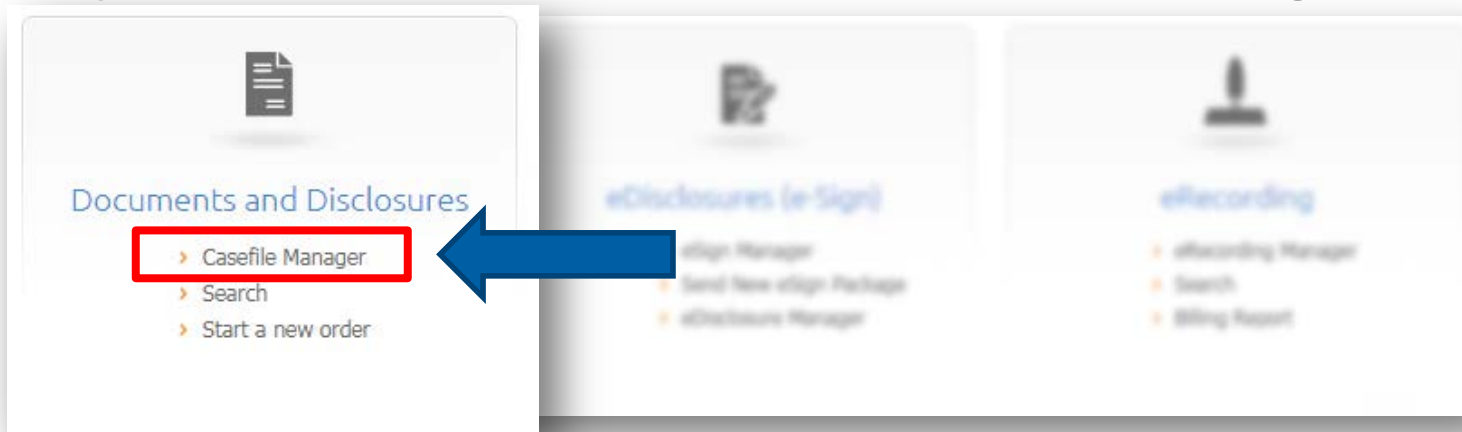
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ONLINE PAYMENT GUIDE

Where to find your invoice in PPDocs and how to pay.

STEP-BY-STEP PROCESS

1. Log into [PPDocs](#) Website:
2. In your Account screen, select *Casefile Manager*:



3. Find and Select Borrower:

CASE FILE MANAGER

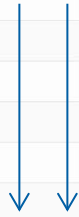
NEW ORDER		SEARCH ORDERS		ARCHIVE SELECTED	
Borrower / Property	Loan No.	Product	Modified	<input type="checkbox"/>	
Test File 123 Test File Lane	035571	One-Time Closing Full Svc.-One-Time Closing - TRID	5:21:51 PM	<input type="checkbox"/>	

4. Scroll down in your ORDER STATUS screen to “Invoices”

Home > Account > Case File Manager > Order Status

Loan Information



Borrower:	Alex UCD TEST
Property:	[REDACTED]
Lender:	[REDACTED]
Loan Number:	1234567
Last Modified:	10/12/2017 11:43:58 AM
Profile:	Default



5. In your Invoices section you'll select “Pay”

Invoices

Invoice #	To	Amount	Paid	Due	
17-10-01185	[REDACTED]	325.00	0.00	325.00	View / Pay



ONLINE PAYMENT

6. Your Invoice Details is an overview your Order/Invoice.

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[Chat with us live](#)

Invoice Details

Invoice Number:	[REDACTED]
Invoice Date:	10/5/2017
Details:	For professional services in connection with the preparation of real estate documents.
Order Number:	[REDACTED]
Bill to:	[REDACTED]
Amount:	\$325.00
Amount Paid:	\$0.00
Amount Due:	\$325.00

Pay now with a credit card. We accept Visa, Mastercard, and American Express. Please check the box below to accept.

Credit Card Information:

Credit Holder Name:	<input type="text"/>
Credit Card Number:	<input type="text"/>
Exp Date (MMDD)	<input type="text"/>
CVV	<input type="text"/>

7. Continue to pay with our “Pay now with credit card” section.

8. “Submit Payment”!



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Please refer to our other [User Guides](#) for additional questions including our order forms, imports, and more!