

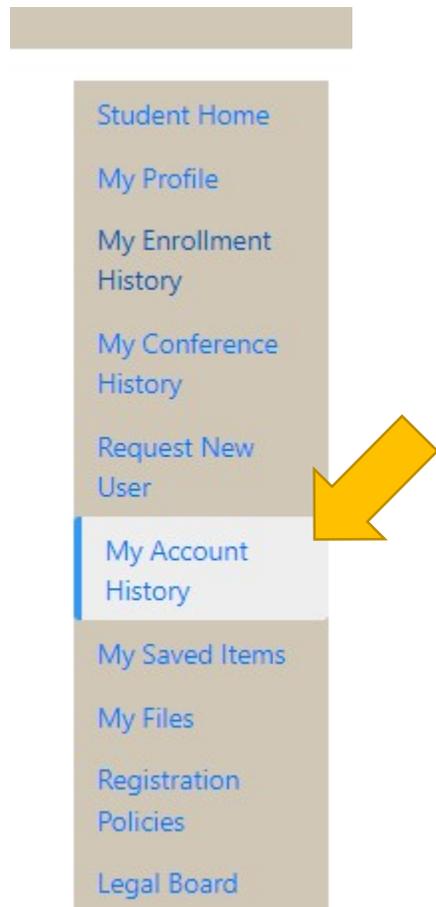
How to Pay an Invoice with a Credit Card or eCheck:

You've registered for a seminar by invoice and are now ready to pay that invoice with a credit card or bank transfer. Here's how to do so.

Step 1. Log into the database

<https://enroll.tjctc.org/>

Step 2. Go to My Account History



This will list your full transaction history.

Step 3. Click on the transaction number for the invoice you want to pay.

My Account History

Transaction No.:

Transaction Date Range:

Click to select date  - Click to select date 

Search

Transactions paid by a third party do not appear in your account history.

Transactions						
Date	Transaction No.	Amount	New Payments	On-Account Payments	Balance Due	Print Receipt
10 Jan 2024 08:45 AM	5227	\$75.00	\$0.00	\$75.00	\$75.00	Print Receipt



This will open the individual transaction.

Step 4. Click on the blue button that says "Pay Invoices"

Transaction Details

Transaction No. : 5227

Date : Jan 10, 2024 08:45:54 AM

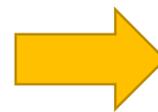
Registering in 10 Hour Justice of the Peace Seminar - Bee Caves

Justice of the Peace - Conference Registration				
	Quantity	Price	Discount	Subtotal
Conference Registration	1	\$75.00	--	\$75.00
				\$75.00
			Subtotal	\$75.00
			Total	\$75.00

Settlements

Payments	
Invoice 1 ⓘ	\$75.00

[Back](#) [Print Receipt](#)



[Pay Invoices](#)

Step 5. Review the payment amount and click on the blue button “Continue to Payment”.

Enter Invoice Payments

Enter the amount that you wish to pay for each invoice.

Selected Invoices				
Date	Invoice No.	Due Date	Balance Due	Payment Amount
10 Jan 2024 08:45:54 AM	5227-1	09 Feb 2024	\$75.00	75.00 

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Continue to Payment

Step 6. You can now choose Credit Card or eCheck and proceed with payment.

Invoice Payment

Sonya Rahrovi

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Selected Invoices	
Invoice No.	Payment Amount
5227-1	\$75.00
Total Due	\$75.00

Select a payment method:*

Credit Card eCheck

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

Policy Confirmation

Waitlist

Every program has a limited number of attendees that can register. If a program is full, you can register to be put on the waitlist. The waitlist is organized by when you register. If and when spots in a program open up, they will be filled from the waitlist in the order

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policies](#)

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[Continue Checkout](#)

Required fields are indicated by *.