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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction No.</th>
<th>Amount</th>
<th>New Payments</th>
<th>On-Account Payments</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Jan 2024 08:45 AM</td>
<td>5227</td>
<td>$75.00</td>
<td>$0.00</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

This will open the individual transaction.
Step 4. Click on the blue button that says “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.

<table>
<thead>
<tr>
<th>Selected Invoices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>10 Jan 2024 08:45:54 AM</td>
</tr>
</tbody>
</table>

[Back] [Continue to Payment]
Step 6. You can now choose Credit Card or eCheck and proceed with payment.

## Invoice Payment

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5227-1</td>
<td>$75.00</td>
</tr>
<tr>
<td>Total Due</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

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 you registered.

- [ ] 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

[Back] Continue Checkout

Required fields are indicated by *.