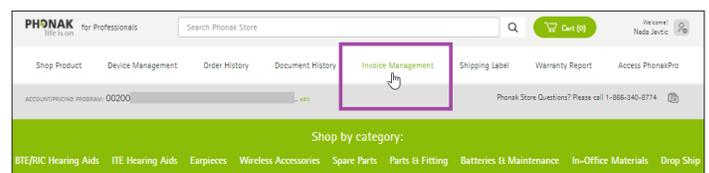


# Phonak Guide

## Paying Invoices on Phonak Store

You can pay your invoices on Phonak Store. Here's how:

1. Click on "Invoice Management" on the top bar on Phonak Store home page.
2. Select "Invoices" and click "Pay." (If any credit memos are available on your account, selecting them will reduce the total outstanding amount to be paid off.)



The screenshot shows the 'Balance: Open Items' page. At the top, it says 'Balance: Open Items' and 'For questions on this statement call Kelly Geer: 1-800-123-5678 ext. 9999'. Below this is a dropdown menu showing '0020081078 User E-Store Tests'. To the right, it indicates '2 item(s) selected' and a 'Pay 479.00' button. Below the dropdown is a table with the following columns: DATE, DOCUMENT #, TYPE, SERIAL #, CLIENT NAME, PURCHASE ORDER #, AMOUNT, DUE DATE, AGING #, and ACTION. The table contains six rows of invoice data, with the first and third rows having a checkmark in the ACTION column. At the bottom of the table, there is a 'BALANCE' row and a 'Pay 479.00' button.

| DATE       | DOCUMENT # | TYPE    | SERIAL # | CLIENT NAME | PURCHASE ORDER # | AMOUNT | DUE DATE   | AGING # | ACTION                              |
|------------|------------|---------|----------|-------------|------------------|--------|------------|---------|-------------------------------------|
| 12/14/2017 | 5156766145 | Invoice |          |             |                  | 180.0  | 12/14/2017 | B       | <input checked="" type="checkbox"/> |
| 12/14/2017 | 5156766146 | Invoice |          |             |                  | 1678.0 | 12/14/2017 | B       | <input type="checkbox"/>            |
| 12/14/2017 | 5156766147 | Invoice |          |             |                  | 299.0  | 12/14/2017 | B       | <input checked="" type="checkbox"/> |
| 12/14/2017 | 5156766148 | Invoice |          |             |                  | 1296.0 | 12/14/2017 | B       | <input type="checkbox"/>            |
| 12/14/2017 | 5156766150 | Invoice |          |             |                  | 2798.0 | 12/14/2017 | B       | <input type="checkbox"/>            |
| 12/14/2017 | 5156766152 | Invoice |          |             |                  | 4798.0 | 12/14/2017 | B       | <input type="checkbox"/>            |
| BALANCE    |            |         |          |             |                  |        |            |         | <input type="checkbox"/>            |

- Enter a credit card number and be sure to uncheck, "Use selected card as default payment method" if you do not want to use the same card next time. Click "Add Credit Card" to proceed to payment review..

- Review your payment (amount, invoice numbers) and click "Pay."

| INVOICE #   CREDIT #   FINANCE CHARGE # | AMOUNT       |
|---|--------------|
| 5156766145                              | 180.0        |
| 5156766147                              | 299.0        |
| <b>Total</b>                            | <b>479.0</b> |

- Save a confirmation number if needed.

| DATE | DOCUMENT   | TYPE    | SERIAL #   | CLIENT NAME | PURCHASE ORDER # | AMOUNT | DUE DATE | AGING |
|------|------------|---------|------------|-------------|------------------|--------|----------|-------|
|      | 5156766145 | INVOICE | [REDACTED] |             |                  | 180.0  |          | B     |
|      | 5156766147 | INVOICE | [REDACTED] |             |                  | 299.0  |          | B     |

Visit the **Phonak Store** to access the Order Settings feature. Don't have an account? **Signing up** only takes a minute.

### New to Phonak Store?

Unsure as to where to begin? Schedule a one-on-one training with an eServices specialist. Simply email your training request to [eservices@phonak.com](mailto:eservices@phonak.com).