# How to Make a Payment - Manitou

We appreciate your business and are committed to making your payment experience as smooth as possible. To help you get started, below are simple step-by-step instructions on how to make a payment on your Manitou account using our secure online payment system powered by PaySimple.

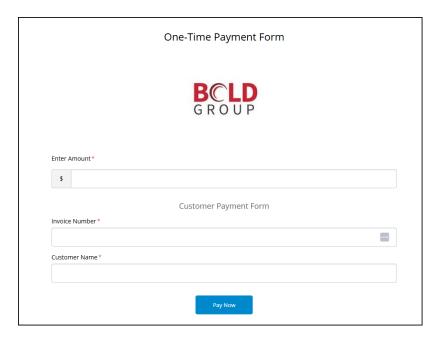
### Open Your Invoice/Navigate to Payment Form

Once you receive your invoice by email from our AR team, click the payment link at the bottom of the invoice.

Alternatively, visit our secure payment page: One-Time Payment Form - Bold Technologies

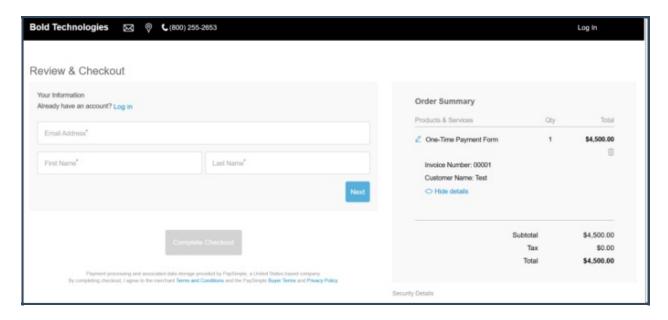
#### **Enter Payment Information**

- 1. Review the invoice details (amount due, due date, etc.)
- 2. Fill in the required payment fields:
  - Amount
  - Invoice number (located in the top right-hand corner of your invoice)
  - Customer Name
- 3. Click on the blue Pay Now button. You will be taken to a review screen.

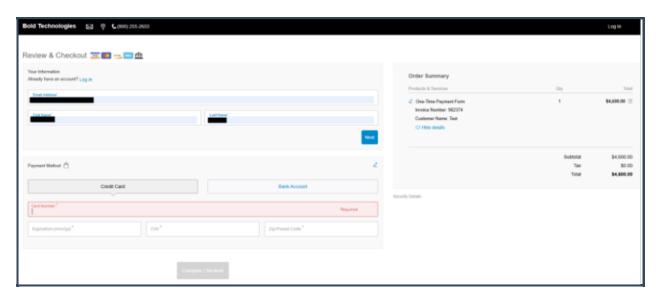


#### **Review & Checkout**

- 1. First-time users enter their Email Address, First Name, and Last Name
- 2. Click on the blue Next button



- 3. Select Credit Card or Bank Account and fill in the required information
- 4. Select the Complete Checkout button to complete your payment



## **Returning Users**

Use Account Login to enter the payment portal

