

# How to Make a Payment - SIMS

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 SIMS invoice from our AR team, click the payment link at the bottom of the invoice.

Alternatively, visit our secure payment page: [One Time Payment Form - SIMS, Inc](#)

## 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 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 after inputting email and name.

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

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