

**1. ACCESS THE PORTAL:**

**Click here** to be directed to the Payment Portal.

**PLEASE NOTE:** This portal is for Cooperative Advertising billing only and should not be used for other payments like Governor's Conference.

**2. ENTER COMPANY NAME:**

Start by typing your company's name in the designated field.

**3. ENTER INVOICE NUMBER:**

Locate the invoice number in the upper right-hand corner of your invoice and enter it in the appropriate field.

**4. MULTIPLE INVOICES:**

If you have more than one invoice, multiple lines will be available for each one. Simply enter the invoice number and corresponding amounts and the additional line will appear after each one has been completed.

**5. ENTER INVOICE AMOUNT:**

For each invoice listed, enter the invoice amount (as indicated on the invoice).

**6. TOTAL PAYMENT:**

After entering all the relevant invoice amounts, input the total amount you pay in the designated field. Please note that this total amount will be reflected in your account so please pay close attention to the total amount you are submitting, as this does not sum up your total for you.

**7. SUBMIT:**

Once all fields are correctly filled in, submit your payment for processing.