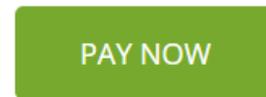


# Online Payment Portal Instructions

Effective August 1st, 2023, Pease Bell CPAs is transitioning to a new online payment portal powered by QuickFee. This new online payment portal will streamline the process of paying invoices for our clients.

Visit [peasebell.com/pay](https://peasebell.com/pay) to navigate to our new secure online payment portal.

Click the Green Pay Now button in the middle of the page. By clicking the Pay Now button, a new window will open displaying how to pay in the new portal in three easy steps.



Step 1 – Enter your Client ID\*, Invoice Number\* and Payment Amount.

Step 1: Invoice / Engagement Information

Multiple invoices can be paid in one transaction.

Client ID \*

Payment Amount \*

Invoice Number(s) / Engagement Info \*

To pay multiple invoice numbers, separate by commas (e.g. 10001, 10093, 10190)

**CONTINUE**

\*Your Client ID Number and Invoice number can be found on your invoice. If you do not know your Client ID number, please enter the Company name or your last name in the Client ID field. If you do not know your Invoice Number, please enter a brief description of what you are paying in the Invoice Number field.

Step 2 – Select your payment options. Note, there is a 3% processing fee for paying by credit card.

Step 2: Select Payment Option

Your Invoice(s) Total: \$123.00

Monthly Payment Plan  
Easy low-interest payments

This installment option is not available as it is below the minimum of \$2,000.00

ACH  
Pay in Full: \$123.00

Credit Card  
Pay in Full: \$123.00  
Credit Card Surcharge: \$3.69

**CONTINUE**

< Back

Step 3 – Enter your payment information.

**Step 3: Payment Details**

Enter your billing information below.

Invoice Total: **\$123.00**  
Credit Card Surcharge: **\$3.69**

**Billing Information**

Your First Name *	Your Last Name *
<input type="text"/>	<input type="text"/>
Email *	Company Name (if paying for a company)
<input type="text"/>	<input type="text"/>
Country *	Phone Number *
<input type="text" value="United States of America (US)"/>	<input type="text"/>

**Street Address \***

City *	State *
<input type="text"/>	<input type="text" value="-- Select a State --"/>

Zip Code \*

**Payment Information**

Cardholder Name:\*

Card Type:*	Card Number:*
<input type="text" value="Visa Credit"/>	<input type="text"/>
CVV:*	Expiry Date:*
<input type="text"/>	<input type="text" value="-Month-"/> <input type="text" value="-Year-"/>

If you have any questions on this process, please contact our billing department via email at [invoices@peasebell.com](mailto:invoices@peasebell.com) or call Jeannine Hosta, Billing Supervisor at 216.472.4464.