

Please read and follow the instructions below and the information displayed on the screen (Sample below) carefully in order to have your payment processed accurately and without error and ensure that you receive proper credit for the payment.

1. The first field "InvoiceID" **MUST** be copied from the subject field of the mail your invoice was attached to. It will always look something like "FMI-ON-Evt 29-Inv 188". This contains all the information we need to process your payment accurately. Placing other information in this field will not allow us to properly apply your payment.
2. The second field **MUST** be the invoice number (usually the last 3 or 4 digits of the "InvoiceID" field in 1. above).
3. The amount **MUST NOT** have a dollar sign, but **MUST HAVE the cents** even if they are .00
4. Please provide your email address, **NOT your name**.
5. Please provide the name of the person for whom you are paying an invoice.



eChapter Payment by Credit Card

You **MUST** Provide a Valid Email Address for card holder and Registrant's Name from **INVOICE** [Sample of Next Screen](#)

The first step in paying by credit card is to submit the info below. You will then be transferred to the SECURE Moneris Web Site to complete the transaction.

Make sure Invoice ID Matches Subject field in email received. Please pay each Invoice separately.

Invoice ID (copy & Paste from Email Subject field)

Invoice Number

Pay Amt 00.00 cents **MUST** be entered, but **NO "\$" sign**

Card Holder's Email

Name of person Invoiced

You **MUST** Provide a Valid Email Address for card holder

You **MUST** Provide Registrant's Name from **INVOICE**