

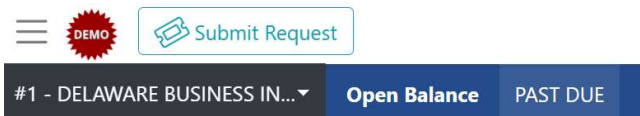
How Do I Use the Customer Portal to Make a Payment on an Open Invoice?

Login Procedure to access our Customer Portal:

1. Go to our Customer Portal Secure login link: <https://www.dbiglobal.net> (You can also find the Customer Portal link on our webpage at www.delawarebusinessincorporators.com.)
2. Enter your email address that we have on file for you
3. Enter your password

How to Pay an Invoice:

1. Login to our Customer Portal
2. Go to Customer>Open Balance



3. Check off Transactions you want to pay

<input type="checkbox"/>	Type	Txn #	Date	Memo	Due Date	PO #	Amount	Open	Amount
<input checked="" type="checkbox"/>	Invoice	218896	04/22/2...		04/22/2...		\$0.01	\$0.01	\$0.01

4. Next: Select Payment Method






Delaware Business Incorporators, Inc. - 3422 Old Capitol Trail, Suite 700, Wilmington, DE 19808
 1-800-423-2993 | 302-996-5819 | Fax: 302-996-5818 | Email: support@dbiglobal.com

Thank you for your business patronage. Our Customer Portal, CRM and Accounting system is powered by Striven -- a powerful ERP/CRM cloud-based software system. All Rights Reserved. Copyright 1986-2020. Prepared May 1, 2020.

5. Setup a Payment Profile – Either credit card or e-Check

Make a Payment

PAYMENT METHODS

 Visa ending in 7069 (08/2021)  

[Add New](#)

6. Click PAY NOW (You can sign up for Auto-PAY here.)

Invoice #218896 \$0.01
Due 04/22/2020

Subtotal:	\$0.01
Total:	\$0.01

Save time and avoid late fees!

Sign me up for AutoPay
Future invoices will be paid automatically on due date

[Pay Now](#)

