



1. Sign in to [shop.brasselerusa.com/signin](https://shop.brasselerusa.com/signin). Works best on Google Chrome or Mozilla Firefox.

The screenshot shows the 'SIGN IN' page of the Brasseler USA website. At the top, there is a blue navigation bar with 'SIGN IN' in white. Below the navigation bar is the Brasseler USA logo and the text 'BRASSELER USA® DENTAL INSTRUMENTATION'. There are two main navigation links: 'SHOP PRODUCTS' and 'MY ACCOUNT'. The main heading is 'Sign In'. Below the heading are two input fields: 'User Name (Email)' and 'Password'. The 'User Name (Email)' field contains the placeholder text 'User Name (Email)'. The 'Password' field contains the placeholder text 'Password'. Below the input fields are two checkboxes: 'Remember Me' and 'Forgot Password?'. At the bottom of the form is a blue 'Sign In' button.

2. Hover your mouse over **MY ACCOUNT** and select **Outstanding Invoices**.

The screenshot shows the 'MY ACCOUNT' page of the Brasseler USA website. The navigation bar includes 'SHOP PRODUCTS', 'MY ACCOUNT', 'QUICK ORDER', and a shopping cart icon with '0'. The 'MY ACCOUNT' section is expanded, showing a dropdown menu with the following options: 'Account Settings', 'Addresses', 'Saved Orders', 'Order History', 'Manage Payment Options', 'SmartSupply Orders', 'Wish Lists', and 'Outstanding Invoices'. The 'Outstanding Invoices' option is selected, and the page displays a table of invoices. The table has columns for 'Date', 'Ship to', 'Invoice Date', 'Age', 'Invoice Amount', 'Amount Paid', 'Balance', and 'ERP Order #'. The current balance is shown as '\$1,732.01 CURRENT BALANCE'. There is a 'Pay Account Balance' button and a 'Search Invoices +' button. The table contains two rows of invoice data.

Date	Ship to	Invoice Date	Age	Invoice Amount	Amount Paid	Balance	ERP Order #
6/3/19			72	\$832.01	\$0.00	\$832.01	6266B
7/2/19	ENDODONTIC ASSOCIATES	8/7/19	43	\$962.42	\$62.42	\$900.00	684LW



### 3a. To pay specific invoices, check the box next to desired invoices and then select **Pay Selected Invoice(s)**.

*Note: Clicking the box next to Pay Selected Invoice(s) will select ALL invoices that have account balances on the page.*

**Pay Selected Invoice(s)** **Search Invoices** +

	Date	Ship to	Invoice #	Due Date	Age	Invoice Amount	Amount Paid	Balance	ERP Order #
<input checked="" type="checkbox"/>	6/3/19		4648918		72	\$832.01	\$0.00	\$832.01	6266B
<input type="checkbox"/>	7/2/19	XXXXXXXXXXXXXXXXXX	4671957	8/7/19	43	\$962.42	\$62.42	\$900.00	684LW

### 3b. To pay account balance, select **Pay Account Balance**.

*Note: When an account has a credit current balance, the Pay Account Balance button is disabled. Please contact the Credit Department at 1-800-841-4522 ext. 1204 to arrange a refund to the account. Specific invoices can still be paid.*

## Outstanding Invoices

**\$1,732.01**  
CURRENT BALANCE **Pay Account Balance**

### 4. After selecting **Pay Selected Invoice(s)** or **Pay Account Balance**, a pop up screen will appear. Input your credit card information and select **Make a Payment**. If your payment is successful, the message **“Your invoice payment has been successfully initiated”** will appear.

*Note: When you select Pay Selected Invoice(s) you will have the option to pay in full or partially pay a specific invoice.*

### Make Payment

Payment Method  
Credit Card

Card Type: Select Card | Name on Card: | Card Number: |

Expiration Date: January | 2019 | Security Code: [What's This?](#)

**Credit Card Address**  
 Use billing address  
 Save Card Info

**Payment Amount**  
 Invoice Balance \$832.01  
 Other Amount 0

**Notes**

**Cancel** **Make Payment**