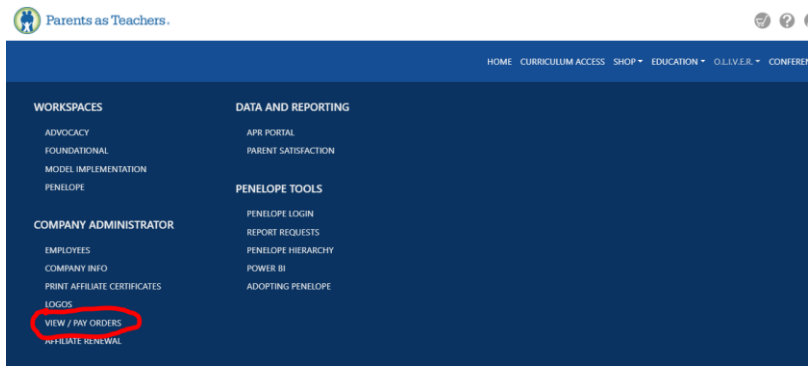


How to pay for all orders associated with your Company

Navigate to OLIVER > COMPANY ADMINISTRATOR > VIEW/PAY ORDERS



Administrators will see their Company Order History, with hyperlinks to invoices, and have the option to make payments, by clicking “Make a Payment”.



Company Order History

Company Order History [Make a Payment](#)

The “Make a Payment” page will show all orders associated with the Company that have outstanding balances. All orders can be paid for at once in the full amount, or each order can be zeroed out and/or adjusted to reflect a reduced amount. **Dates in ‘Date’ column are the dates the order was placed. If an order is missing, the **individual** needs to create the order through their account (renewal, training, etc.). **

Date	Total	Balance	Pay Amount
5/22/2020	\$225.00	\$225.00	\$5
5/22/2020	\$50.00	\$50.00	\$0
8/6/2020	\$300.00	\$300.00	\$0

Credit card information can be entered toward the bottom of the page to process payment.

Total: \$5.00

Payment Type: Visa

Card Number: 4032032597326690

Security #: 421

Expiration Date: December 2025

[Make Payment](#)