

Subject and Task: Add Payment Information

Table of Contents:

Page 2: How to add payment information to a *service ID* before billing is completed and invoice created

Page 3: How to add payment information to an *invoice* **after** billing is completed and invoice is created.

Note:

Principal Investigators with different funding sources can have multiple iLab accounts (examples below). Please make sure the Lab name on your service ID matches the institution funds you wish to pay with.

Doe, Jane (CWRU) Lab = Internal = CWRU Email and CWRU Speedtype payment information Doe, Jane (ABC) Lab = External = Other ABC Email and Other ABC fund payment information

How to:

Add payment information to a *service ID* **before** billing is completed and invoice created

1.) Add payment information here

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Further information can be found here https://help.ilab.agilent.com/37448-managing-view-allrequests/266106-changing-fund-information.

How to:

Add payment information to an *invoice* **after** billing is completed and invoice is created.





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Step 1: Select payment method	Help You can choose to pay this invoice by one payment method provided in the dropdown in Step 1. Either choose to pay all charges on the invoice, or charges that are missing payment information in Step 2. Enter any additional information that may be required in step 3. If you do not want to pay the invoice by one payment method, close this window and click on the dollar sign icon across for each Request ID and update payment information for each charge.
Step 2: Select charges to pay	
All charges on the invoice Charges missing payment information	
Charges Total: \$4,050.00 Preview charges (2)	
Step 3: Set Payment Information	
Transaction #	
1.) Add payment information here	