

How to pay your invoice via online invoicing

Hello, in this video you will learn how to pay your invoices by card within the online invoicing portal.

Firstly, you will need to log in by following this link, [fca.org.uk /firms/fees/online-invoices](https://fca.org.uk/firms/fees/online-invoices).

Once you've logged in, you'll be directed to the home page.

On this page, you'll see your firm's account summary which will detail the total of any unpaid invoices, payments or credit memos which have not been applied yet.

If you would like to pay a specific invoice, click on 'See Latest Transactions' and select the invoices you wish to pay.

Select to confirm you have reviewed and agree with the payment information, then select 'Make Payment'.

Enter your card details and select 'Pay Now'.

Once complete, you will see the payment confirmation message.

A PDF copy of the payment confirmation is available on the account activity page.

Please wait until the payment has been applied before using the View PDF copy button.

This may take 5 minutes.

Please note, you can pay a maximum of £25,000 per card transaction.