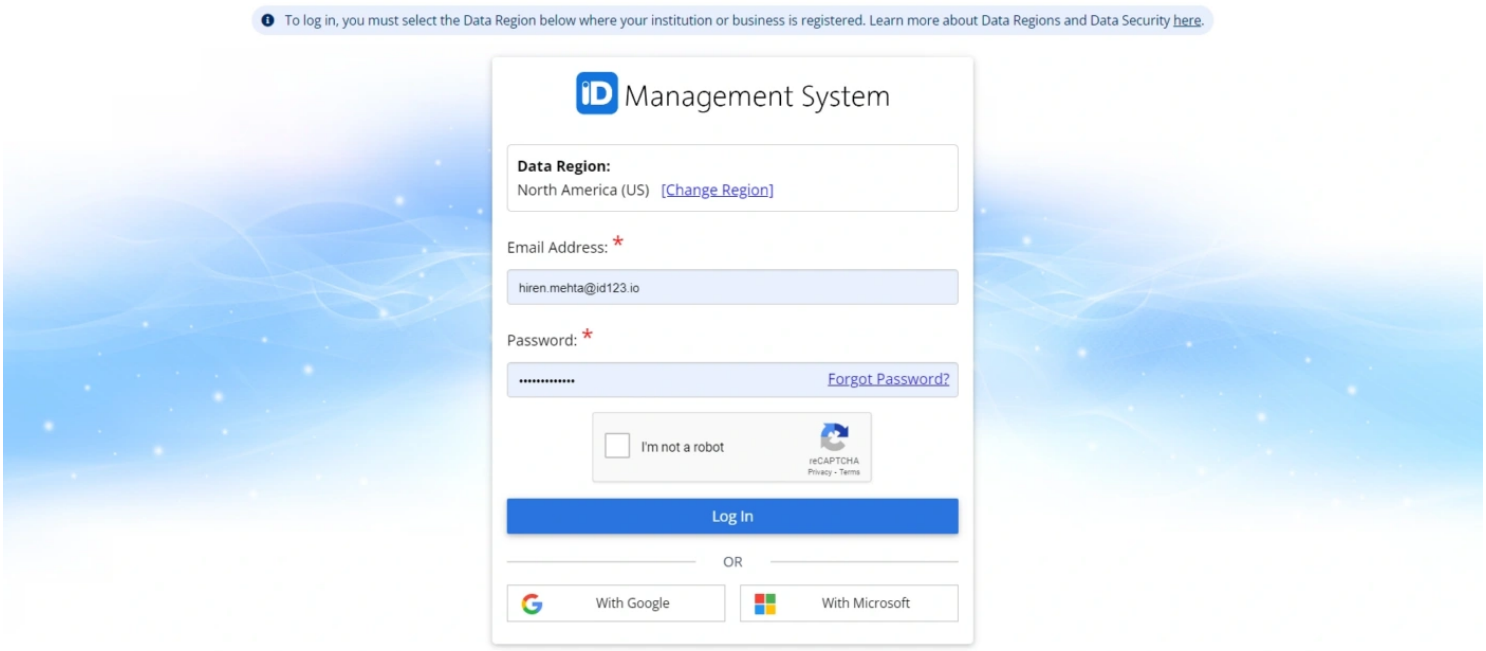
How to Pay Your ID123 Invoice by Credit Card

ID Management System · https://www.id123.io/knowledgebase/how-to-add-credit-card-information/

Managing payments for your digital ID card subscription is quick and easy through the ID123 ID Management System (IDMS). Follow the step-by-step guide below to pay your invoice using a credit card.

Step 1: Log Into Your IDMS Account

To begin, visit ID123.io and log into your IDMS account using your administrator credentials.

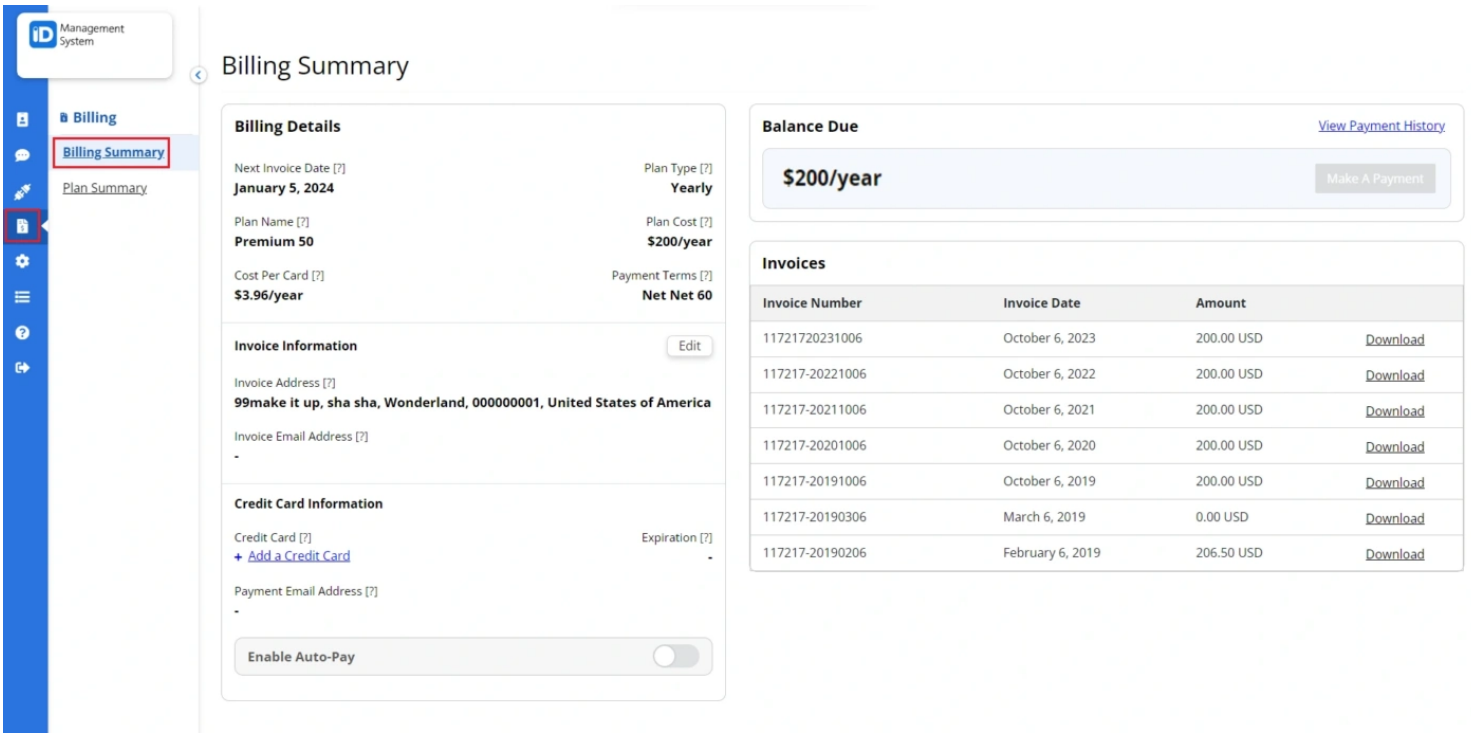


Step 2: Go to the "Billing Summary" Page

Once logged in, locate the left-hand navigation menu and:

- Click on the "Billing" tab.

- Then, select "Billing Summary".
- This section allows you to manage invoices, add payment methods, and view your payment history.

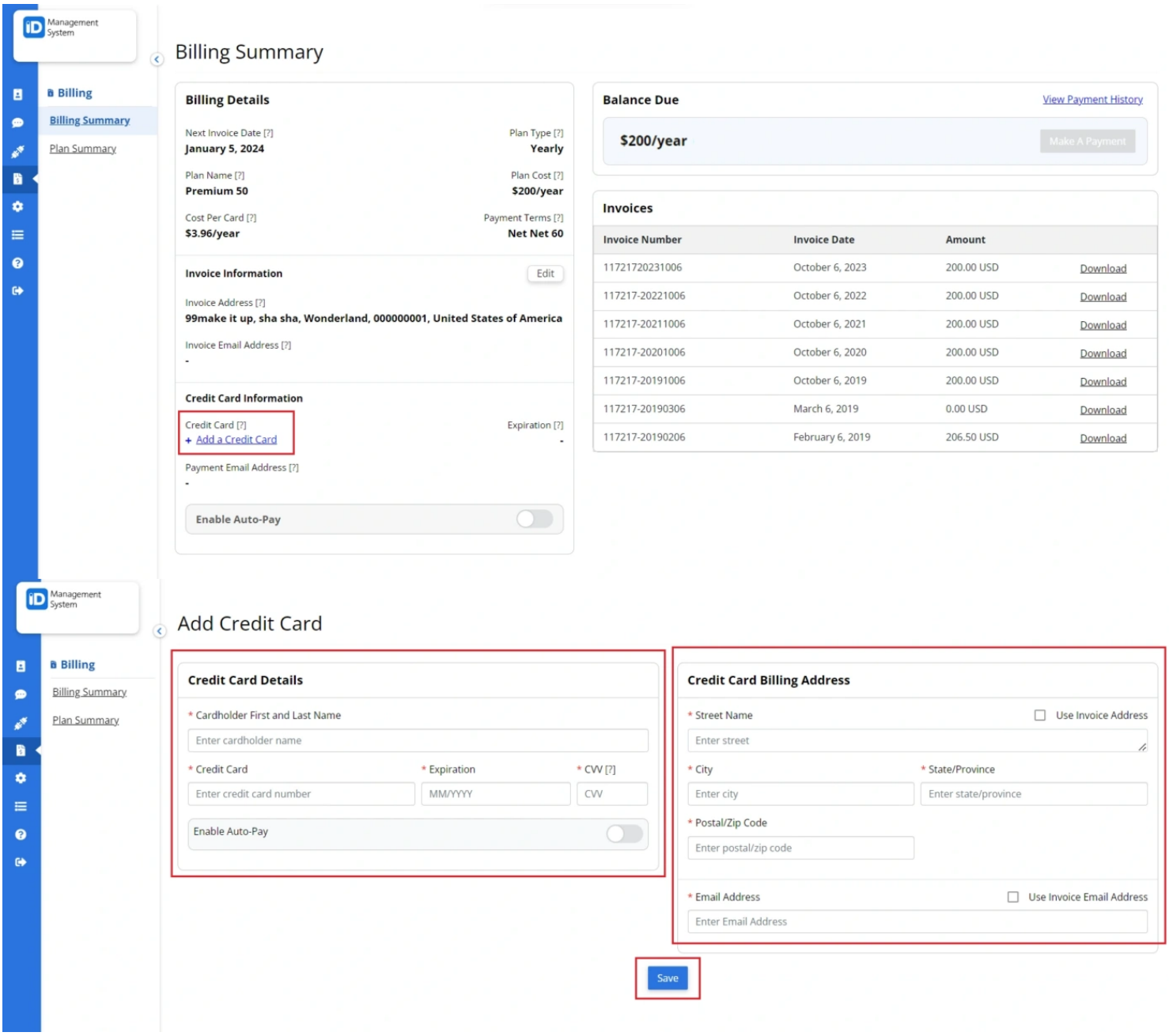


Step 3: Add Your Credit Card Information

To securely add a credit card:

- Click the "Add Credit Card" button.
- Enter your credit card details and billing information as prompted.
- Confirm and save your card for future payments.

All payment details are securely stored and processed in compliance with PCI standards.

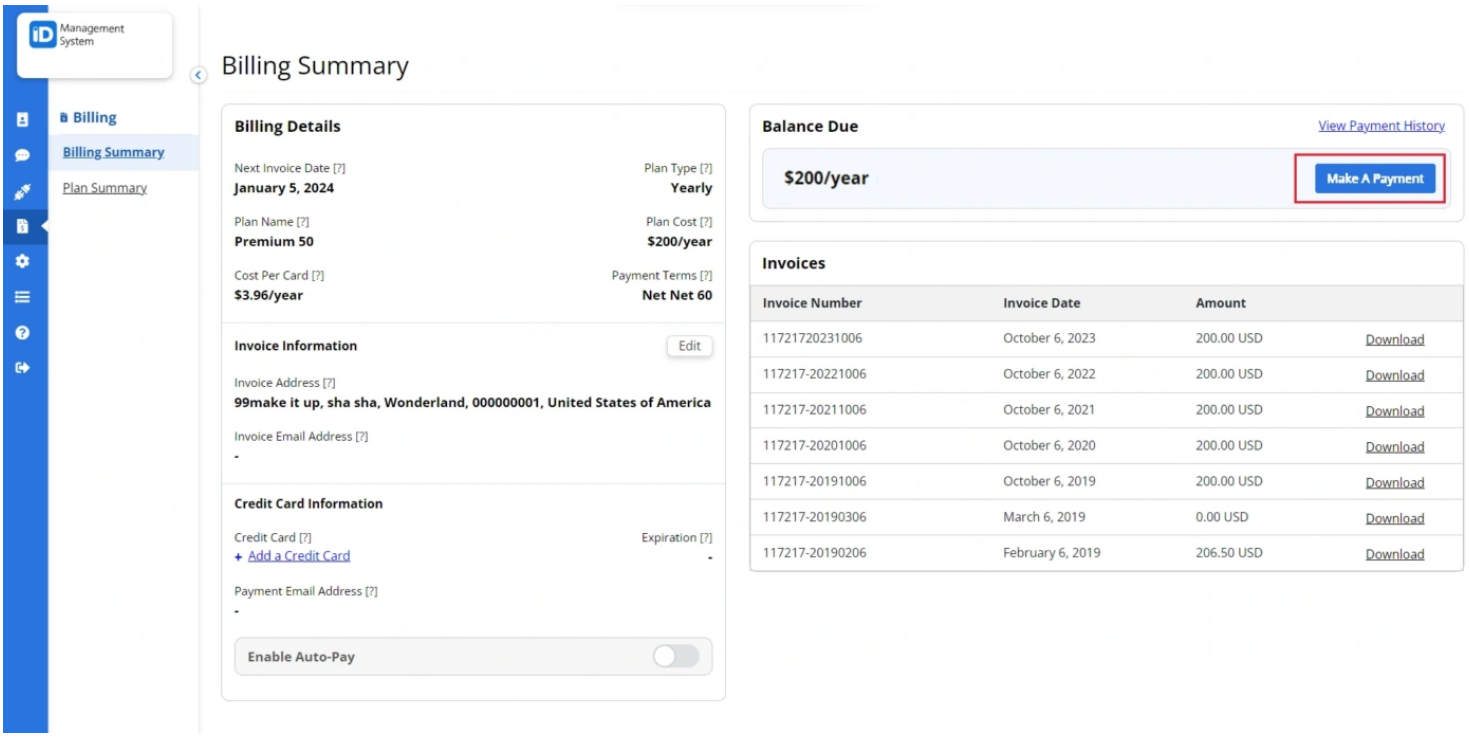


Step 4: Make a Payment Online

After adding your credit card:

- Return to the Billing Summary page.
- Click "Make a Payment".
- Enter the amount due and click "Pay Now".

You'll see a confirmation message once the transaction is successful.



Step 5: Receive Your Payment Receipt

Once your credit card payment is processed, a payment receipt will be sent automatically to your registered email address for your records.

Need Help with Your Payment?

If you have any issues or questions regarding credit card payments, please contact our support team for assistance. We're here to help!