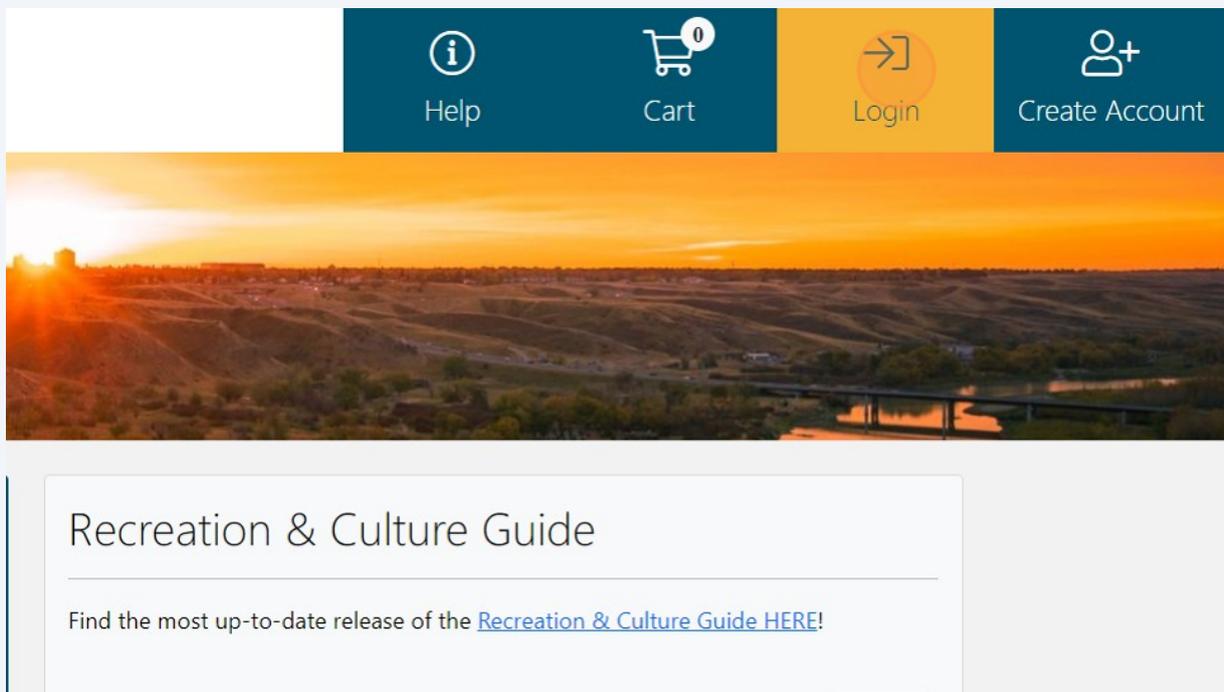


How to Pay an Outstanding Invoice Online **Scribe**

1 Navigate to <https://leisure.lethbridge.ca/COL/public>

2 Click "Login"



3 Enter Login Credentials

Client Login

Already have an account? [Login](#)

Email Address *

Password *

[Login](#)

[Click here](#) if you have forgotten your password, or if you are an existing customer

4 Click "My Outstanding Invoices"

My Account My Password My Details My Memberships

My Statements My Outstanding Invoices My Proficiencies My G...

My Memberships

Last checkin:
None

Memberships:

My Appointments

Showing appointments for:
The next 60 days

Appointments:

5 Click "More Details"

My Memberships My Courses My Appointments

Proficiencies My Groups My Preferences

	Total Value	Balance	Details
	\$401.63	\$401.63	

6 Review Invoice, then click "Pay Now"

	Quantity	Value	Discount	Net
	1	\$382.50	\$0.00	\$382.50
Total Incl Tax				\$401.63
Payments				\$0.00
Balance				\$401.63

\$401.63 Pay Now