

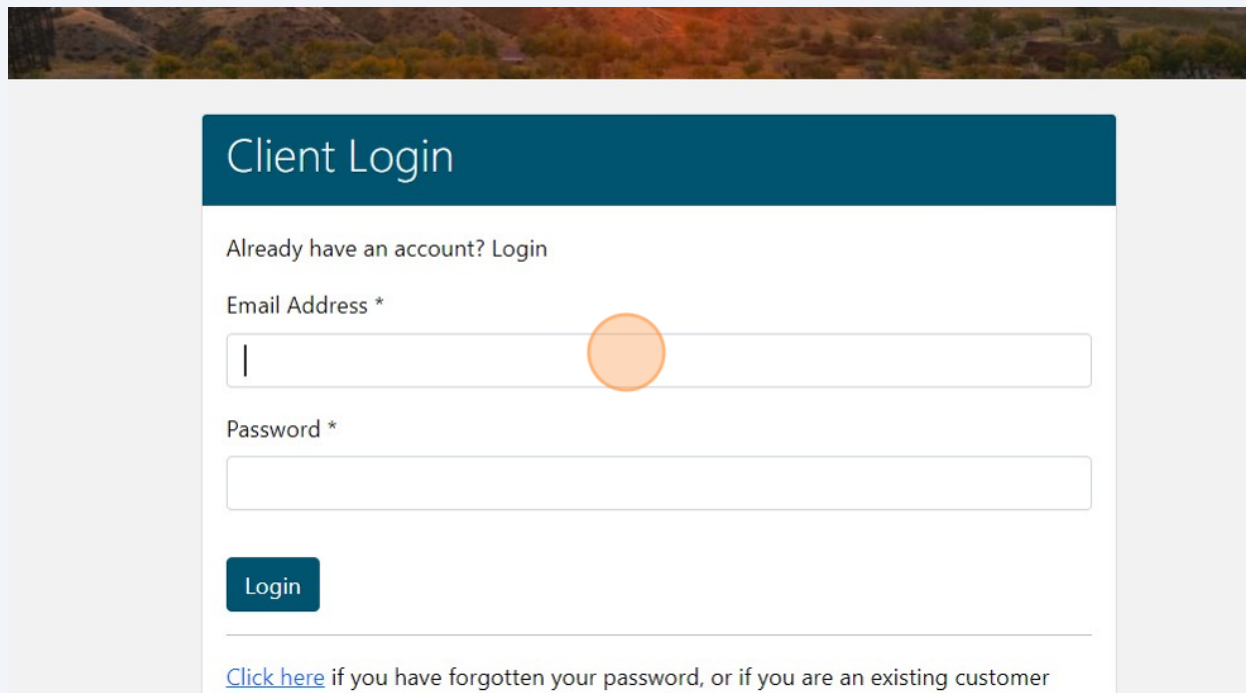
How to Pay an Outstanding Invoice Online Scribe[®]

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

2 Click "Login"

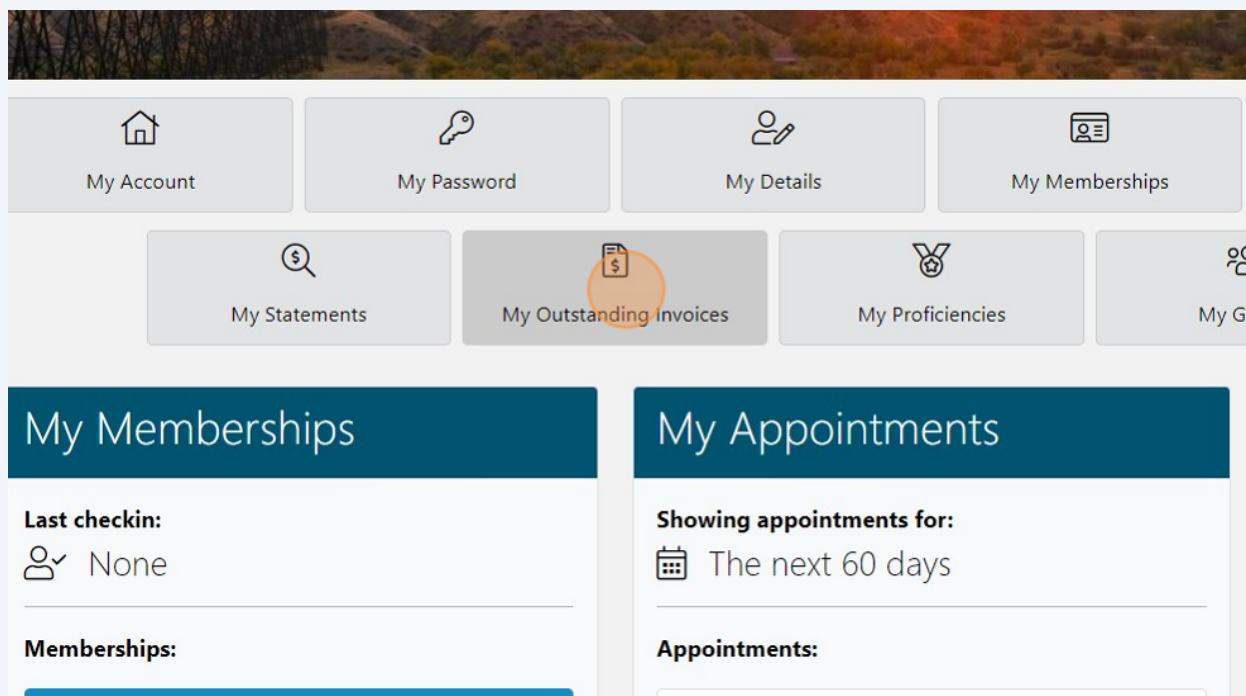


3 Enter Login Credentials



The screenshot shows a 'Client Login' form. At the top is a dark teal header with the text 'Client Login'. Below this is a link: 'Already have an account? Login'. The form contains two input fields: 'Email Address *' and 'Password *'. An orange circle highlights the 'Email Address' field. Below the password field is a 'Login' button. At the bottom, there is a link: 'Click here if you have forgotten your password, or if you are an existing customer'.


4 Click "My Outstanding Invoices"



The screenshot shows a dashboard with a grid of menu items. The items are: 'My Account' (house icon), 'My Password' (key icon), 'My Details' (person icon), 'My Memberships' (ID card icon), 'My Statements' (dollar sign and magnifying glass icon), 'My Outstanding Invoices' (document with dollar sign icon, highlighted with an orange circle), 'My Proficiencies' (graduation cap icon), and 'My G...' (person icon). Below the grid are two main sections: 'My Memberships' and 'My Appointments'. The 'My Memberships' section shows 'Last checkin: None' and 'Memberships:'. The 'My Appointments' section shows 'Showing appointments for: The next 60 days' and 'Appointments:'.

5 Click "More Details"

The screenshot shows a user dashboard with three tabs: "My Memberships", "My Courses", and "My Appointments". Below the tabs are three buttons: "My Memberships" (with a person icon), "My Groups" (with a group icon), and "My Preferences" (with an envelope icon). Below these buttons is a table with three columns: "Total Value", "Balance", and "Details". The table has one row with the following data:

Total Value	Balance	Details
\$401.63	\$401.63	

The "Details" column contains an icon representing a document with an information symbol, which is circled in orange to indicate it should be clicked.

6 Review Invoice, then click "Pay Now"

The screenshot shows an invoice review page with a table containing the following data:

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

Below the table is a button labeled "\$401.63 Pay Now", which is circled in orange to indicate it should be clicked.