HOW TO USE AGED DEBT & ACCOUNT PAYMENT

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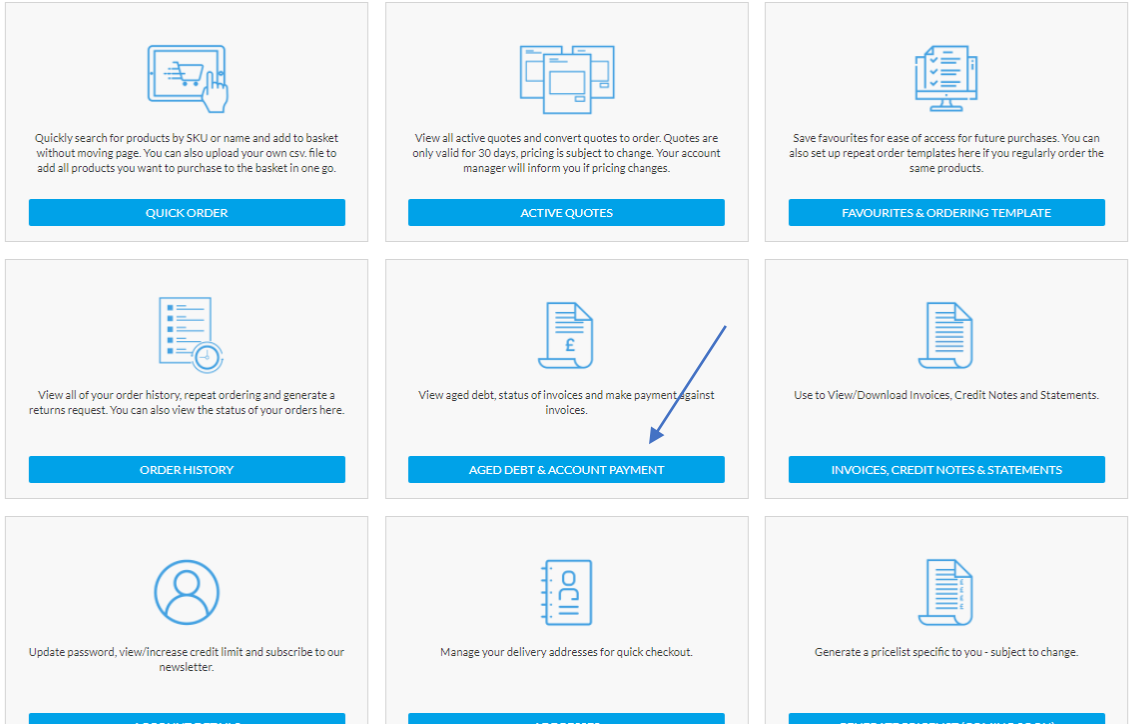
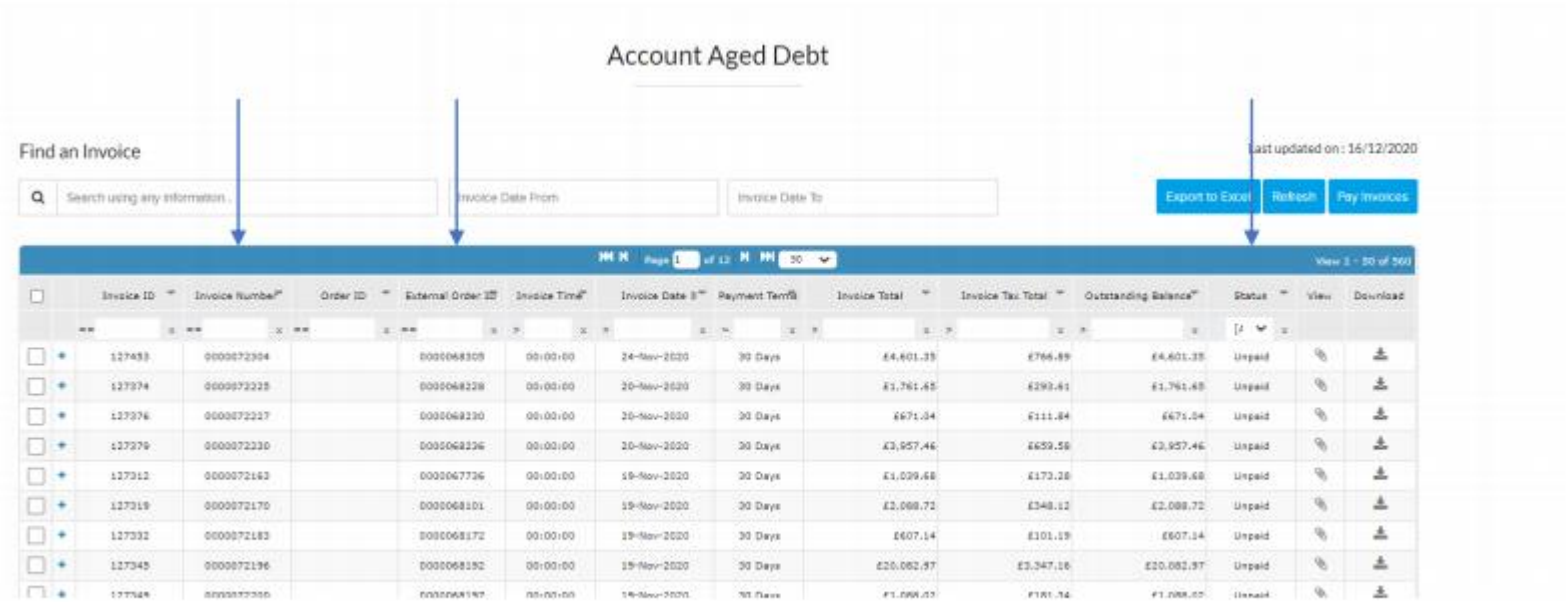
Log in to your Account



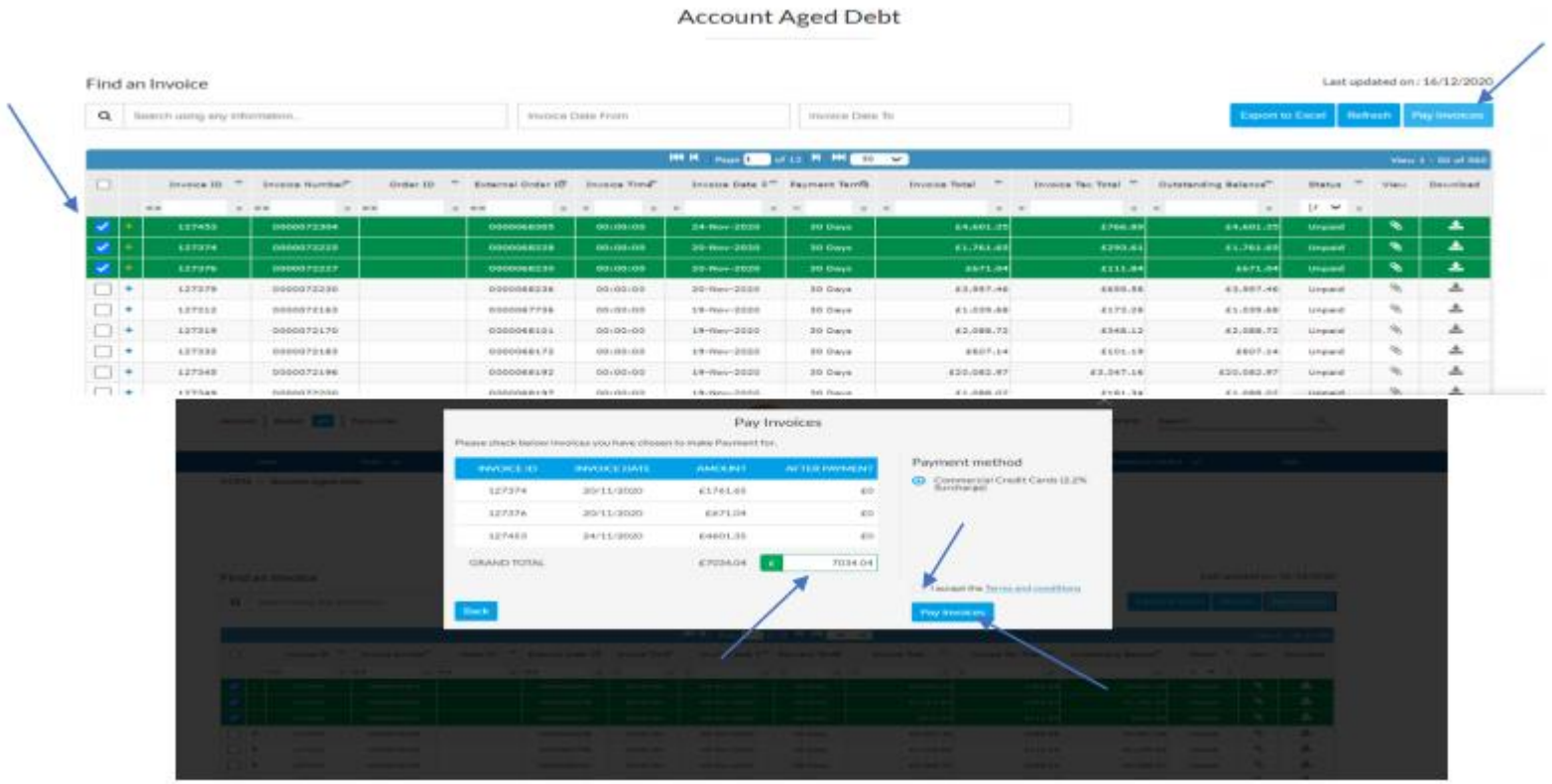
- Login to your account and you will see your account dashboard with various tiles.
- Click on ‘Aged Debt & Account Payment’

Functionality



- When discussing your account with CCL please either quote the ‘Invoice Number’ or the ‘External Order ID’, this will allow us to find your order quickly.
- Status will change when our accounts department allocate money to your account, the status will not change instantly so please keep this in mind.

Functionality – Paying Invoices via the Online Portal



- Tick the invoices you wish to make payment against and then click Pay Invoices.
- You will then be taken to a pay invoice screen where you can double check the amount you are paying/edit the amount. Once you are happy tick the terms and conditions and then click Pay Invoices.
- You will be taken to our secure payment gateway to enter card details. If you are paying by commercial credit card, you will be charged an additional 2.2% of the transaction value.