

# CoM False Alarm Management System Alarm Company Portal: Payment Instructions

# Step 1. Online Payments

Navigate to <u>City of Memphis Alarm Company Portal</u>. Sign in with your username and password. Online payments can be made after logging into a registered account. Use the menu to view the online payments, payment history, and invoices. See *CoM False Alarm Management System Alarm Company Portal: Login Instructions* and *CoM False Alarm Management System Alarm Company Portal: Registration Instructions*.

#### Pay from Homepage



### 1.a. Add More Invoices & Proceed to Pay

Click on Invoices in the side menu. Unpaid invoices will be shown here. Click Checkout to pay. If multiple invoices need to be added to the cart, click add to cart. Click Checkout to pay.

#### Invoices

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## 1.b. Payment Checkout

Click Payment Checkout in the menu. Outstanding payments will show here.

## Payment Checkout

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	Invoices							
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