



HOW TO MAKE A PAYMENT

Fusion Connect Client Portal

Resources

Watch a Video:

[How To Make A Payment](#)

More Resources:

See a complete list of Fusion Connect Client Portal self-support documents here:

<https://www.fusionconnect.com/support/portal-support>



How do I make a payment in my portal?

You can make a payment for your Fusion Connect account from the Billing tile on your dashboard.

Click on the **Pay Bill** button.

The screenshot shows the 'Corporate Account For Cloud Ser Customer Overview' page. The 'Billing' section displays a 'Current Balance' of \$346.18. A red box highlights a blue 'Pay Bill' button, with a red arrow pointing to it. Below the balance, there are links for 'Manage Payment Methods >' and 'View Invoices >'. The 'Services' section shows categories like Internet (1), Managed Network & Security (1), Unified Communications (6), IT Software & Services (5), and WiFi (0). The 'Orders Disconnects' section shows 'In Progress' and 'Completed' counts.

Site	Account Number	City
Ashley Palacol	3418205	HERND
Billy Fisher	3850266	HERND
Billy Fisher LITTLE RIVER	3992460	LITTLE

This page will show your Current Balance. You can choose the invoices you want to pay and then select an online payment method of either **Checking: One-Time / Automated ACH**, or **Credit Card**.

The screenshot shows a payment interface with the following elements:

- Current Balance:** \$346.18
- Due By:** (field is empty)
- Select Invoice To Pay:** A table with columns: Amount Due, Invoice Amount, Invoice #, Invoice Date. Below the table, it says "Select at Least One Invoice" and "Total Amount \$0.00".
- Choose a Payment Method:** Two radio button options: "Checking: One-Time / Automated ACH" (selected) and "Credit Card".
- Checking: One-Time / Automated ACH form:** Includes fields for "Bank Routing Number *", "Checking Account *", and "Retype Checking Account *". It also has checkboxes for "Remember this account for your next payment" and "Pay your bill automatically using this payment method". A "Pay" button is present with the text "Please allow up to 2 business days for payments to be reflected in your account." Below this is another "Select at Least One Invoice" note.

Red arrows point to the "Checking: One-Time / Automated ACH" radio button and the "Credit Card" radio button.

If you would like to mail a check, Fusion Connect's remit address is located at the bottom of this page.

This screenshot shows the "Check (By Mail)" option selected, with a red box around its details and a red arrow pointing to it. The details include:

- Check (By Mail)**
- Mail the check to:**
Fusion
P. O. Box 411470
Boston, MA 02241-1289
- Please allow up to 5 business days for payments to be reflected in your account.**
- If choosing to receive a paper bill, you may be charged a Paper Invoice Fee of \$10.00**
- Any returned payment is subject to a Return Fee of \$25.00**

Other visible options include "Checking: One-Time / Automated ACH" and "Credit Card". The "Wire Transfer" section is also visible, with instructions to provide account and routing numbers and a 2-business-day reflection period.