

Making a Guest Payment using The PLD Group Guest Payment tab

Begin at our online bill payment page (<https://invoices.thepldgroupinc.com>)



No need to log in with a user name and password – just select “Guest Payments” listed on the top row...

The “Make Payments” page will appear ... fill out the fields marked with a red asterisk ... the remaining fields are optional ... The Guarantor name does NOT need to match exactly to our records – however the account number does need to match. You can find the account number on the upper right hand side of your invoice. The zip code will need to match your ‘billing address’ for your credit card in order for the credit card to be approved.

Make Payments

Billing Information
Payment Information
Results

Billing Information

Please enter your billing information below.

Rectangular Snip

* Guarantor Name	<input type="text" value="Momma Bear"/>
* Address 1	<input type="text" value="31-265 Reserve Dr"/>
Address 2	<input type="text"/>
* City	<input type="text" value="Thousand Palms"/>
* State	<input type="text" value="CA"/>
* Postal Code	<input type="text" value="92276-6611"/>
* Phone	<input type="text" value="760 3430700"/>
* Email	<input type="text" value="patti@thepldgroup.com"/>
Invoice Number	<input type="text"/>
* Customer Account #	<input type="text" value="123456789"/>
Comment	<input type="text" value="Making payment for Baby Bea"/>

Transaction Amount

Comment	<input type="text"/>
* Amount To Pay	<input type="text" value="1.00"/>

Once completed with this page ... select the 'next' button at the top of the page

The Make Payments Page will come up next ... the only activity required is to choose the payment method ... in this case 'credit card'

Make Payments

Billing Information **Payment Information** Results

Summary Review

Below is a summary of the payment you are about to make. Please review the information and confirm your billing information.

2. Billing Information

Name: Momma Bear
Address: 31-265 Reserve Dr
 Thousand Palms, CA 92276-6611
Phone: 760 3430700

Payment Amount

Sub Total: \$1.00
 Online Billpay Fee: \$0.04

\$1.04

Payment Method: Credit Card

Once the Credit Card field is selected, a pop up screen will appear that is a secure transaction vehicle directly into the processing bank. Please note your credit card number, and/or expiration date is NOT shared with The PLD Group Inc.

COMODO SECURE Online

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Cancel Save

Simply enter the credit card number (note this card number is not a real credit card number – it is only being used for display purposes) ... select the expiration date on the next line choosing the drop down arrows ... then select 'next' at the bottom of the screen

Make Payments

Billing Information
Payment Information
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Cancel
Previous

Summary Review

Below is a summary of the payment you are about to make. Please review the information and confirm your billing information.

2. Billing Information

Name: Momma Bear
Address: 31-265 Reserve Dr
 Thousand Palms, CA 92276-6611
Phone: 760 3430700

Payment Amount

Sub Total: \$1.00
 Online Billpay Fee: \$0.04

\$1.04

Payment Method: Credit Card

Masked Account Number: XXXXXXXXXX Card ending with 0344

Pay Now

After a brief moment the pop up page will disappear and the Make Payment page will now illustrate the cards' last 4 numbers and a button marked 'Pay Now' ... select the button

Make Payments

Billing Information
Payment Information
Results

Done

APPROVED

Status: APPROVED
Reference Number: FA-43-911-16733
Payment Date: 7/15/2018
Paid By: Momma Bear
Address: 31265 Reserve Dr
 Thousand Palms, CA 92270
Payment Method: MasterCard
Amount Paid: \$1.04

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The final page will be your receipt showing the transaction is now marked as 'approved', as well as your reference number... In the upper right hand side, select the 'done' button to exit out of the 'Guest Payment' screen. Within 30 seconds, an email will be sent to the email entered on the first page confirming your payment was received and approved.

Have questions or need additional assistance? Please call either Jim or Patti at (877) 210-9377