

# Payments: Completing Multiple Payments

1

The screenshot shows the 'Pay bills' interface. At the top, there are tabs for 'Pay bills' and 'Settings'. Below that, there are icons for a document, a refresh, and a '+ Pay' button. The main section is titled 'Pay bills' and has sub-tabs for 'Vendors', 'Bills', 'Approvals', and 'Activity'. A search bar is present with the text 'marketingforall\_8639@partner.email-inbox.public-qa.melioservices.com'. Below the search bar, there are buttons for 'Import bills' and '+ Add bill'. The 'Bills list' table has columns for 'Vendor', 'Bill', 'Creation ...', 'Due date ↑', 'Status', and 'Bill amou'. Three bills are listed: ClubOne (due today, \$1,500) and two Fiserv bills (due later, \$1,000 and \$150). A blue arrow points to the checkboxes for the ClubOne and the first Fiserv bill. At the bottom, a summary bar shows 'All bills 3 | Selected bills 3 | Total selected amount \$2,650.00' and buttons for 'Cancel' and 'Review & pay'.

From the "Bills" inbox, check the boxes next to the bills you want to pay.  
See the popup and click "Review & pay."

2

The screenshot shows the 'Scheduling 3 payments' popup with a total amount of \$2,650.00. It features a table with columns for 'Vendor', 'Combine payments', 'Funding method', 'Delivery met...', 'Debit on', 'Deliver ...', and 'Amou'. The table lists three bills: ClubOne (\$1,500) and two Fiserv bills (\$1,000 and \$150). At the bottom, there are 'Cancel' and 'Confirm and pay' buttons.

Review bills and click the "Confirm and pay." button.