

Billing Center: How do I make a payment?

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You can make a payment in two ways, by credit card or by check/ ACH:

Credit Card

- ✓ Locate and select Billing Center in Envoy app,
- ✓ Select the invoice(s)
- ✓ Select "Make a Payment"
- ✓ Enter Credit Card information

Check/ ACH

- ✓ Locate the instructions at the bottom of the invoice
- ✓ If you choose, you may use and apply an existing credit/ retainer to pay your balance
 - In which case, follow steps for Credit Card above.

PAYMENT INSTRUCTIONS	
Wire to (Beneficiary Bank Information): Bank a Division of	Paying by Check Please make checks payable to:
International Swift: ABA/Routing:	Mailing address using USPS:
For credit to (Beneficiary Information): Envoy Global, Inc. 230 W Monroe, Suite 2700 Chicago, IL 60606 Account No: 8232293837	Envoy Global Inc. PO BOX 8009 Carol Stream, IL 60197-8009
	For overnight courier service: c/o WAB Lockbox Operations Box #8009 8430 W Bryn Mawr Ave Ste 260 Chicago, IL 60631
NOTE: Include invoice number with payment	
Please send remittance advice and billing related inquiries to accountsreceivable@envoyglobal.com .	