# Payment Portal - Overview

The Payment Portal is used to view invoices, payments, and other credits for your company and to make electronic payments (such as credit card or ACH) via a secure payment gateway with your airport.

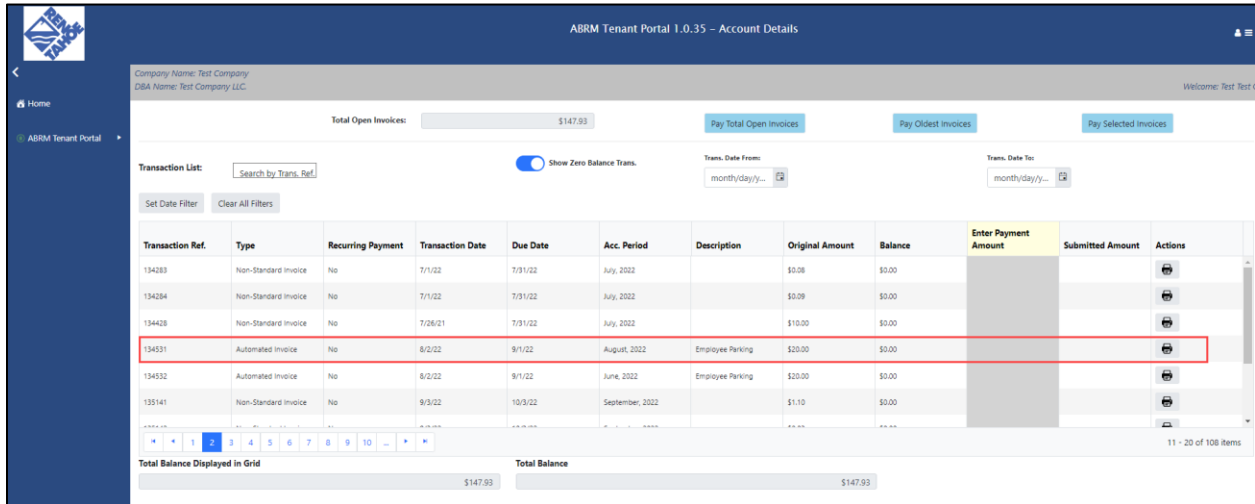The Payment Portal consists of four portlets:

- **Dashboard** (an overview of invoices in various categories)
- **Account Summary** (summary of invoices, similar to the Dashboard)
- **Account Details/Payments** (able to view and pay invoices)
- **Recurring Payment Management** (able to access/edit recurring payments)

These four options are displayed as sub-menus when you hover the mouse over the Payment Portal menu.
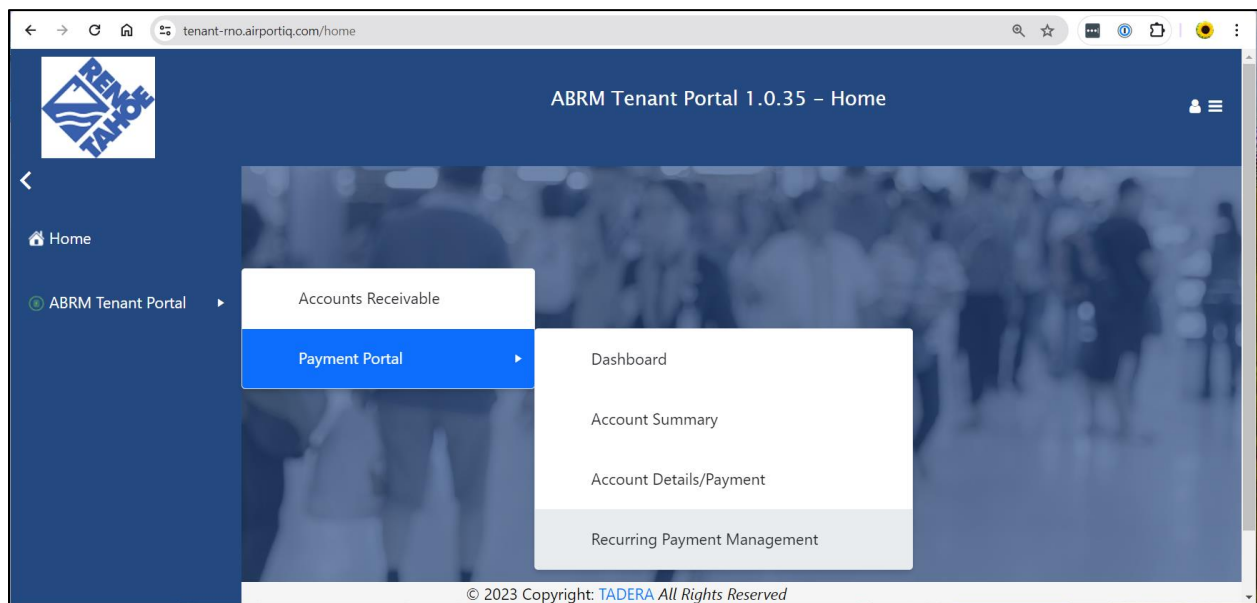
Viewing Applied Details

Items that show a change from the Original Amount to the Balance will display the details of any payments or credits when you click the Applied Details (🛈) button.
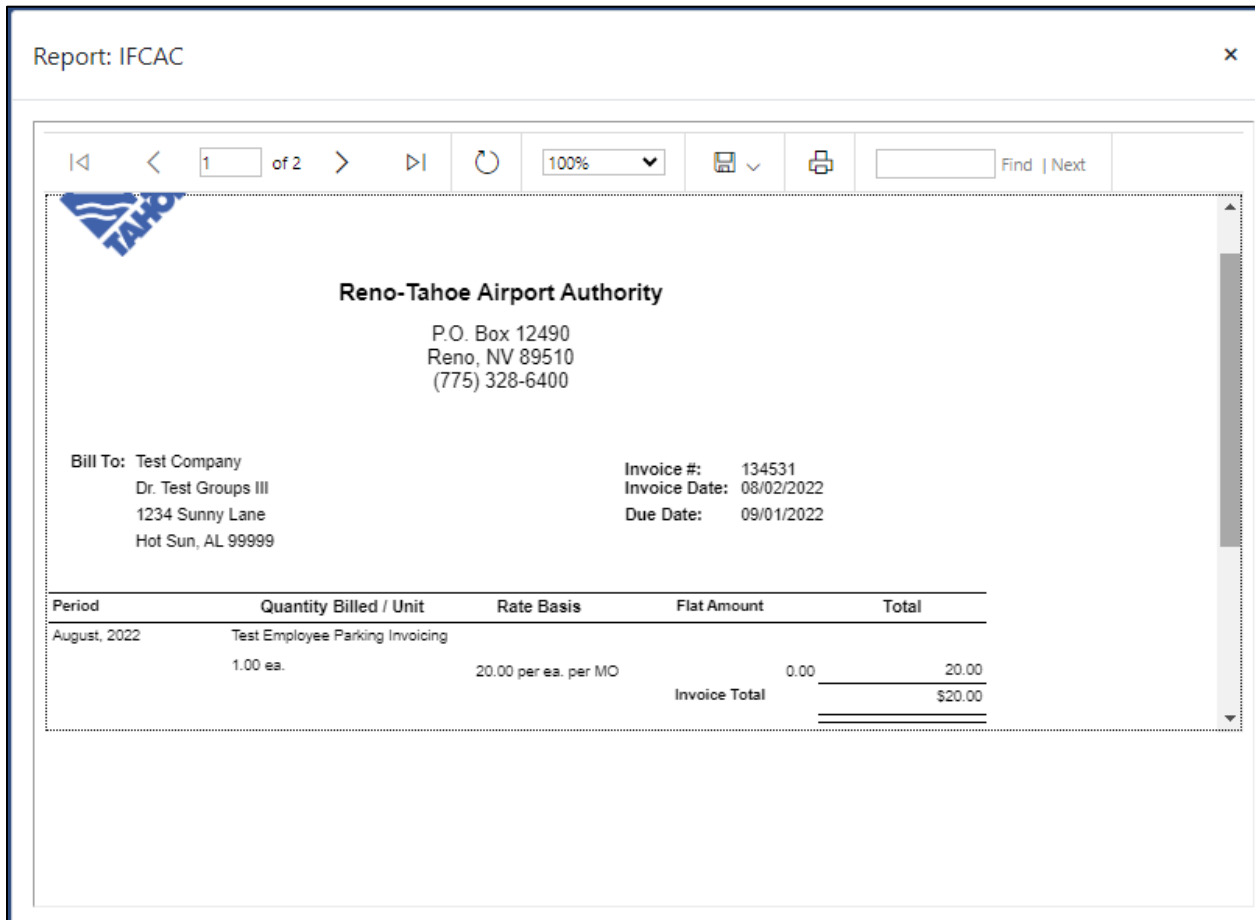
Original Amount of Invoice is $20.00; item has been paid to $0.00; click the print button view the details. Original Amount and Balance are equal; items has not been paid; click the print button view the details. The red eye allows the user to pay the invoice in full with one click.

Click the pay button to go directly to the payment screen to pay the invoice in full.
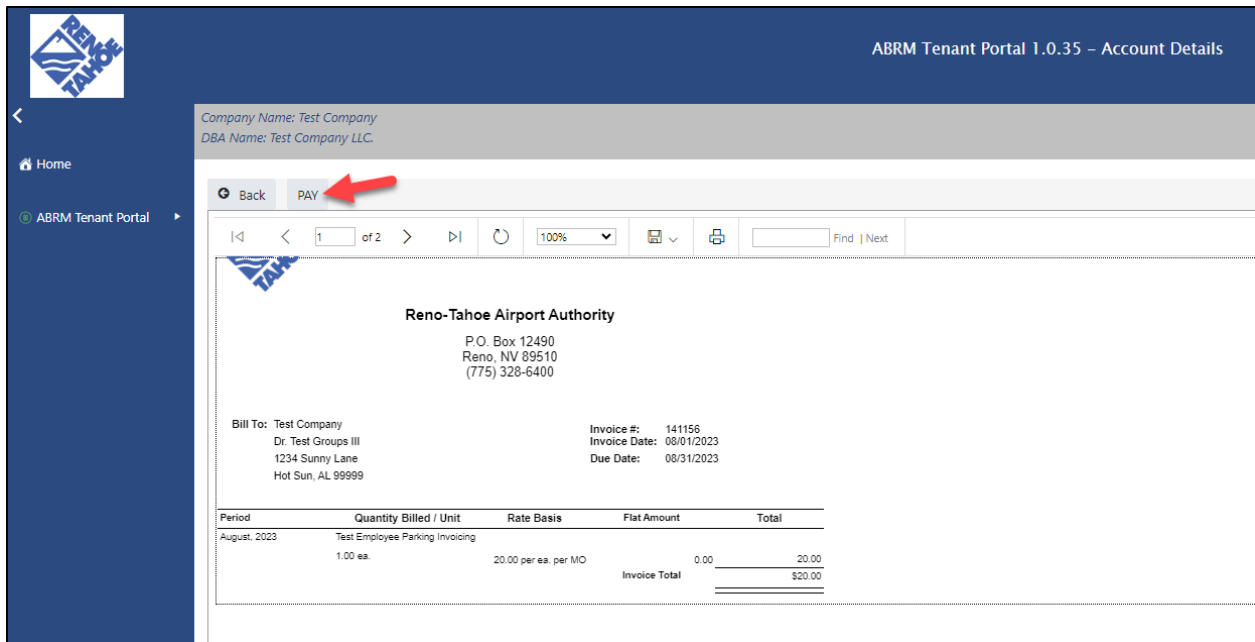
The Applied Details screen displays the information about any payments or credits that have been applied.

1. Applied To = the Invoice Number
2. Transaction Date = Invoice Date (date the invoice was sent)
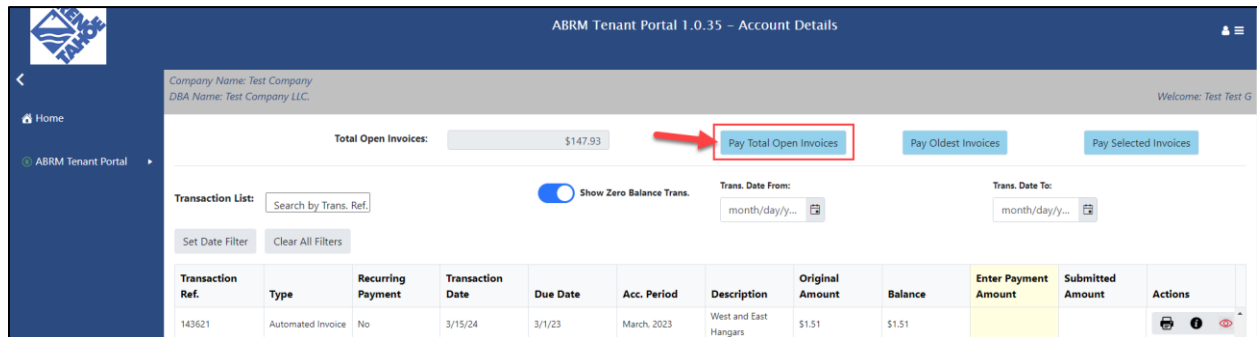3. Application Date = date the airport posted the payment (this may be different from the date on which you submitted the payment, even if you submitted it via the Payment Portal)
4. Amount = the amount owed on the invoice.
   a. **NOTE**: items that do not have an Invoice Number in the Transaction Ref column, have a negative number in the Original Amount column, and have a Balance of $0.00 are records of the payments/credits and display all relevant details on the main screen. These items will not display any Print button or Applied Details button.
5. Copy to Clipboard = use this to copy transactions displayed on the screen to Excel.

Pay Total Open Invoices

The top of the Account Details screen offers options to pay invoices. The first option is Pay Total Open Invoices.

Pay Total Open Invoices does not require you to select any items. The system will pull the total of all open items to the payment screen.

Proceed to the section on Entering and Submitting a Payment.

Pay Oldest Invoices

The second option is Pay Oldest Invoices.

Pay Oldest Invoices does not require you to select any items. The system will proceed to the payment screen and await your entry for your payment. After you enter the amount you are paying, the system will apply your payment amount to pay off as many invoices as possible from oldest to newest and will apply any remainder as a partial payment (if your airport allows partial payments).

Proceed to the section on Entering and Submitting a Payment.

Pay Selected Invoices

The third option is Pay Selected Invoices.

1. Begin by entering a payment amount for one or more invoices, in the Payment Amount column. The example below shows entries for three of the 14 items available:
2. When you have entered amounts for all the items you wish to pay, click the Pay Selected Invoices button. The system will pull the total of all selected items to the payment screen.

Proceed to the section on Entering and Submitting a Payment.
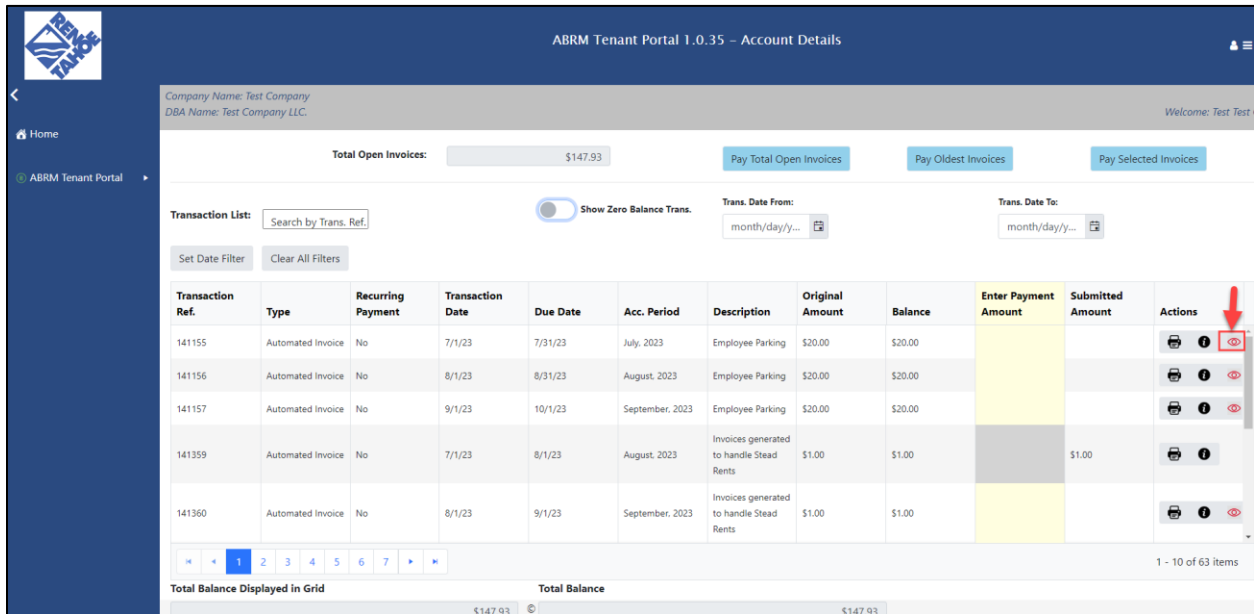
View and Pay One Invoice

To the right of every invoice is a button to View and Pay (👁). If you wish to select and pay one specific invoice, begin by clicking this button. A screen displays the selected invoice:

After reviewing the invoice, click the Pay tab if you still wish to pay the item.

Proceed to the section on Entering and Submitting a Payment.

Entering and Submitting a Payment

1. The amount you wish to pay will be displayed in the Payment Amount box. Once the value is correct, click submit.
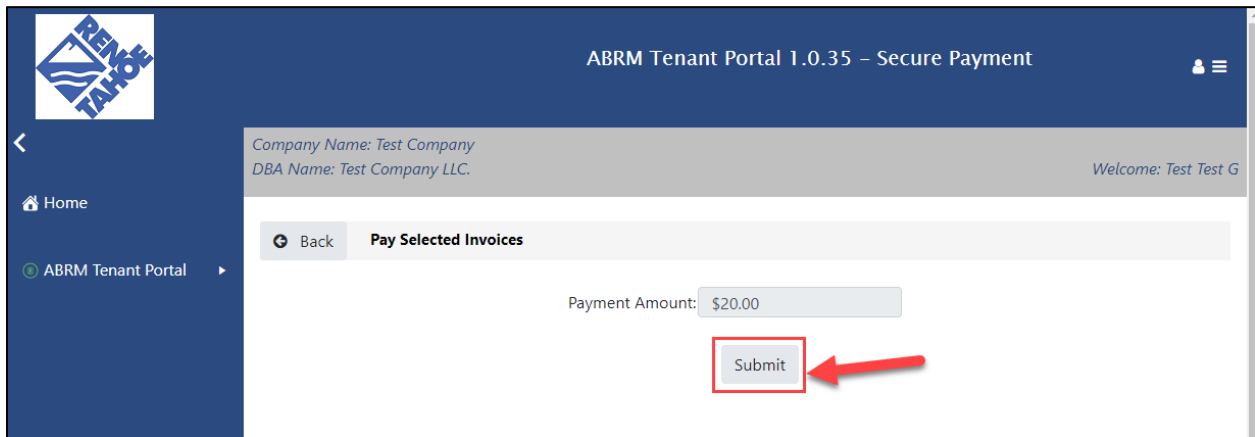
2. The below page will display, please wait for the second window to pop up. If the second window does not display, check your pop-up settings and allow all windows for this website. The process will need to be restarted before the second window will appear again. Click the close button and then proceed to step one again by click the back button.
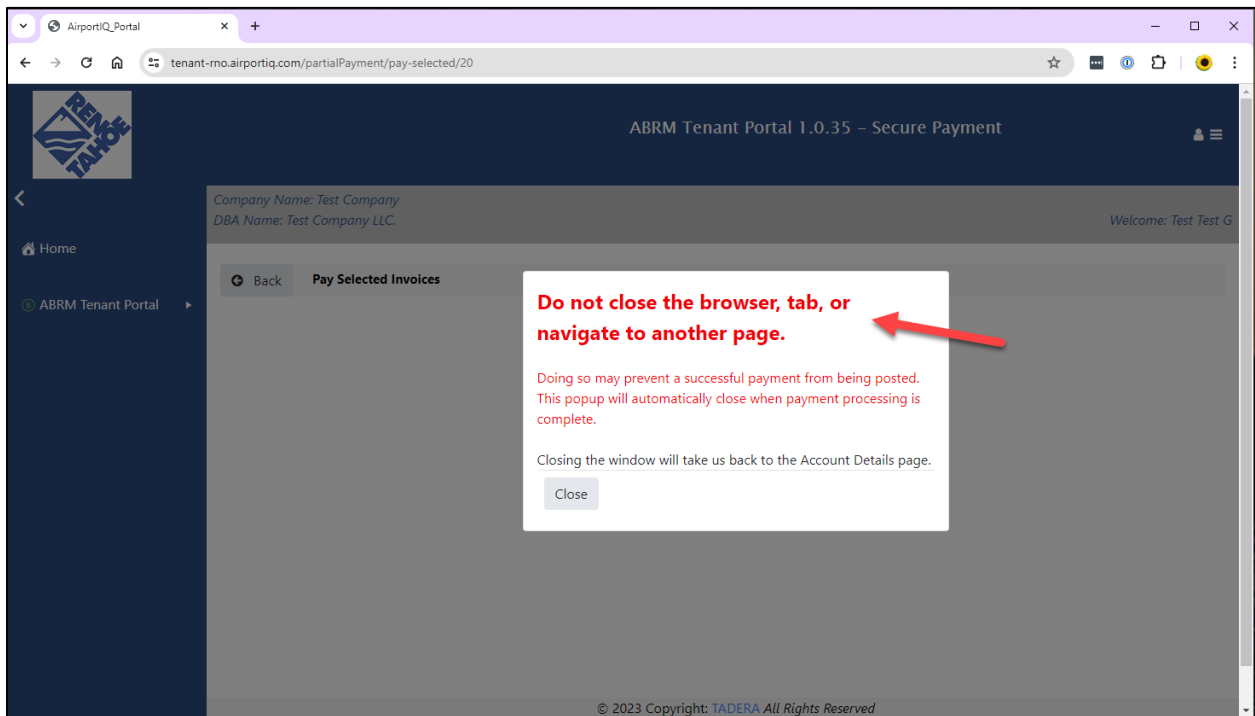
3. Click Make Payment to move to the next payment screen.
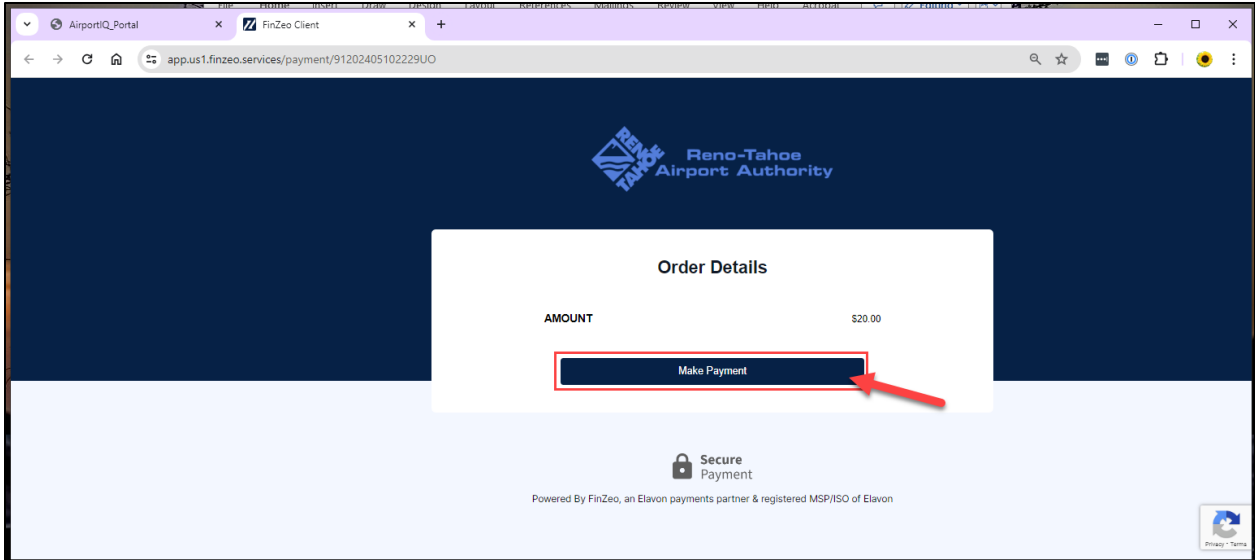
4. Fill out payment screen, choose Credit Card or ACH to start.
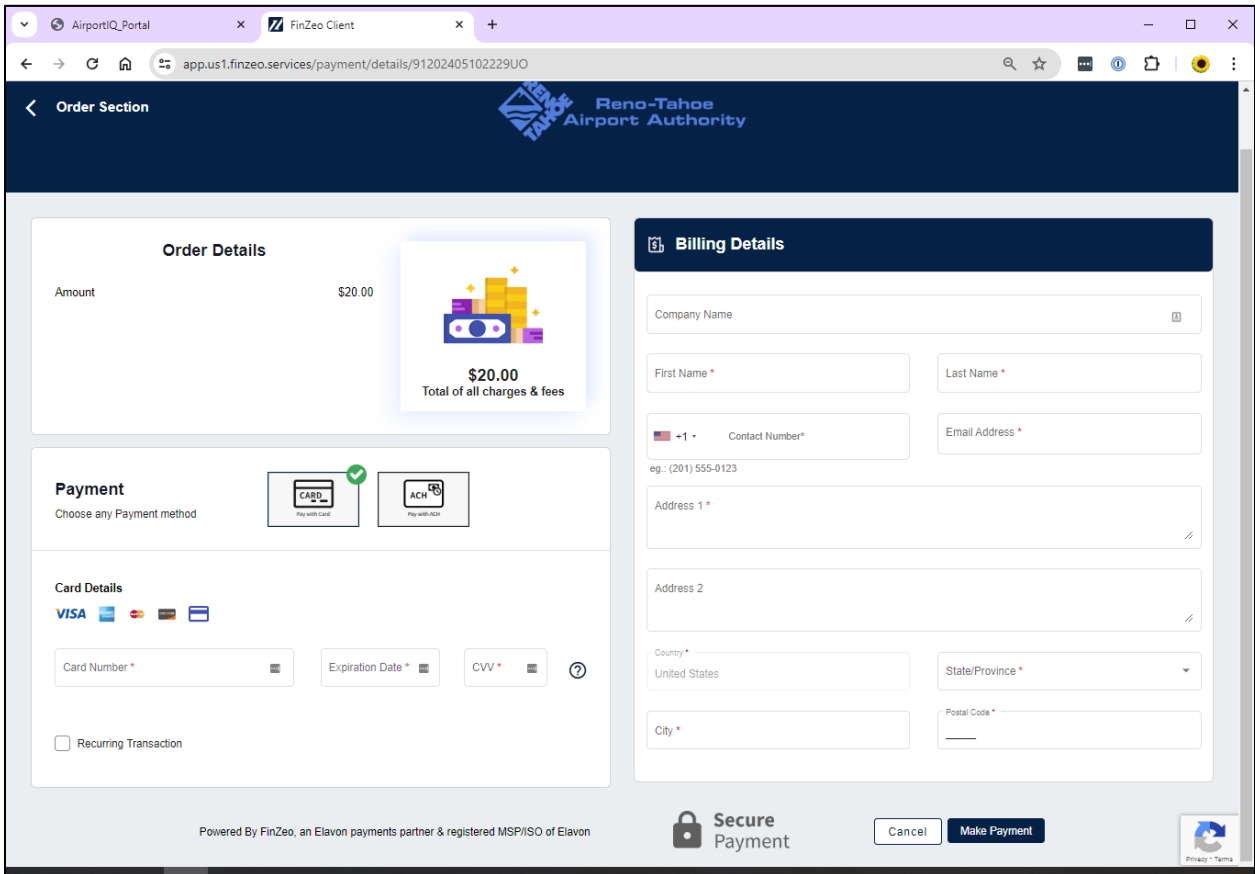
Credit Card / Debit Card

1. When selecting Credit Card you will be prompted to accept the required Credit Card surcharge. Click Agree.

2. Fill out the fields on the form using the tab button to switch between fields.
   a. Credit Card / Debit Card number
   b. Expiration Date (use the format indicated in the field)
   c. CVV Number (the 3-digit code on the back of the physical card)
   d. Company name if applicable
   e. First Name on physical card
   f. Last Name on physical card
   g. Phone number
   h. Email address
   i. Address
   j. State/Province name
   k. City
   l. Zip Code tied to the credit/debit card account

3. Click Make Payment button when the form has been completed.
4. You will get a receipt displaying the details of the transaction which can be downloaded or printed.
   a. An emailed receipt will also be sent to you.

Recurring Credit Card/Debit Card Transactions

5. Checkmark the box, if recurring payments are needed. Once payment is setup the payments can be managed though the following website: https://app.finzeo.com/.
6. Select the frequency, the payment date will automatically be calculated. The next payment date will be displayed when the second payment will be taking out. The first payment will be taken once the payment has been processed.
   a. NOTE: The invoice must be a recurring invoice. If you are unsure if this applies to the invoice you are paying, please contact the RTAA AR department for more information.
   b. Frequency Types:
      i. Weekly
      ii. Bi-weekly
      iii. Monthly
      iv. Yearly
7. Enter the number of payments you would like to pay on the recurring invoice.
   a. When selecting the number of payments know the initial payment made is not counted towards the total number of scheduled recurring payments.
   b. The date of the first payment in the series will be displayed on the screen.

> For recurring payments, the initial payment made today is not counted towards the total number of scheduled recurring payments that begin on 05/17/2024.

   i.

Payment

Choose any Payment method

CARD — Pay with Card ✓

ACH — Pay with ACH

Card Details

VISA ✓   AMEX   MasterCard   DISCOVER   💳

Card Number *	Expiration Date *	CVV *
••••••••••••••••••	01/25	•••

❓

☑ Recurring Transaction

Frequency*	Schedule date	☐ At end of the month
Weekly	5/17/2024	
Bi-Weekly		
Monthly		
Yearly		

For recurring payments, the initial payment made today is not counted towards the total number of scheduled recurring payments that begin on 05/17/2024.
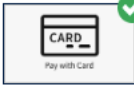
ACH (Automated Clearing House – direct transfer from your bank account)

1. Begin by selecting the type of ACH bank account that will be used.
   a. Personal or Business
2. Enter the account number and the Routing Number for the bank account being used.
   a. If you do not know your account number or routing number, try logging into your bank account website and seeing if it is listed .
3. If the account is a personal bank account, enter the following fields:
   a. First Name
   b. Last Name
   c. Phone number
      i. Area code first
   d. Email address
   e. Address used for the bank account
   f. City
   g. State
   h. Zip code used for the bank account

4. Click the Make Payment button.

5. If the ACH bank account number is a business account, enter the following fields:

a. Company Name
b. Phone number
    i. Area code first
c. Email address
d. Address used for the bank account
e. City
f. State
g. Zip code used for the bank account

6. Click the Make Payment button.

Recurring ACH Transactions

7. Checkmark the box, if recurring payments are needed. Once payment is setup the payments can be managed though the following website: https://app.finzeo.com/.
8. Select the frequency, the payment date will automatically be calculated. The next payment date will be displayed when the second payment will be taking out. The first payment will be taken once the payment has been processed.
    a. NOTE: The invoice must be a recurring invoice. If you are unsure if this applies to the invoice you are paying, please contact the RTAA AR department for more information.
    b. Frequency Types:
        i. Weekly
        ii. Bi-weekly
        iii. Monthly
        iv. Yearly
9. Enter the number of payments you would like to pay on the recurring invoice.
    a. When selecting the number of payments know the initial payment made is not counted towards the total number of scheduled recurring payments.
    b. The date of the first payment in the series will be displayed on the screen.

For recurring payments, the initial payment made today is not counted towards the total number of scheduled recurring payments that begin on 05/17/2024.

        i.

Payment

Choose any Payment method

CARD
Pay with Card

ACH
Pay with ACH

ACH Details

Account Type   ○ Personal   ● Business

Account Number *
••••••••••

Routing Number *
••••••••••

☑ Recurring Transaction

Frequency*

Weekly
Bi-Weekly
Monthly
Yearly

Schedule date
5/17/2024

☐ At end of the month

Note: For recurring payments, the initial payment made today is not counted towards the total number of scheduled recurring payments that begin on 05/17/2024

Credit/Debit Card Payment Receipt

Once the make payment button has been clicked, the following receipts will be displayed and sent out. Below is the first receipt. This can be printed if needed.

After the above receipt window has been closed, going back to the Tenant portal the following Tadera receipt will be available to print. This can be printed for your records. It contains all the needed information for RTAA to research your transaction if ever needed.

The below email will be sent to the email address from the payment configurations.

Payment Receipt for Invoice MER-

Payment Successful

Hi ███████,

Thank you for your payment of **$1.05** on **February 20, 2024**
using Card **47************** ████

PAYMENT DETAILS

Amount	$1.05
Date	02-20-2024
Payment Method	CREDITCARD
Transaction Id	6II4WHNCSE
Confirmation Number	MER-████

NOTE: the balance on your invoice will not change in the Portal until your airport posts the payment.

ACH Payment Receipt

Once the make payment button has been clicked, the following receipts will be displayed and sent out. Below is the first receipt. This can be printed if needed.

After the above receipt window has been closed, going back to the Tenant portal the following Tadera receipt will be available to print. This can be printed for your records. It contains all the needed information for RTAA to research your transaction if ever needed.

The below email will be sent to the email address from the payment configurations.

Payment Receipt for Invoice MER-

Reno-Tahoe Airport Authority

Payment has been processed

Hi [REDACTED],

Thank you for your payment of **$1.04** on **February 17, 2024**
using Bank Account Number **** **** **** [REDACTED]

PAYMENT DETAILS

Amount	$1.04
Date	02-17-2024
Payment Method	ACH
Transaction Id	D125D277I8
Confirmation Number	MER- [REDACTED]

NOTE: the balance on your invoice will not change in the Portal until the airport's AR department posts the payment. Please allow 3-5 business days for your payment to be posted.