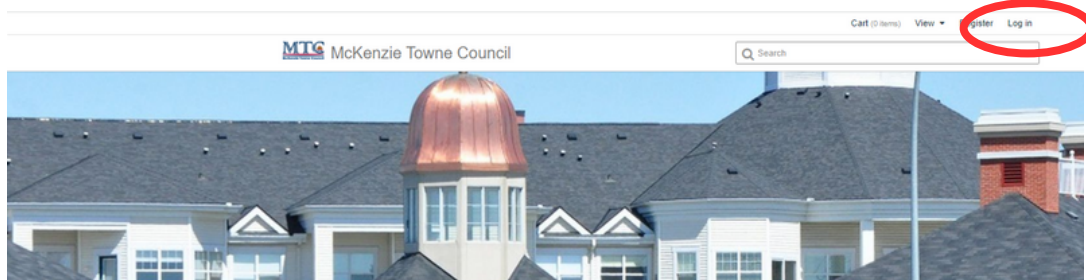




HOW TO PAY INVOICE(S) ONLINE

VIA IVRNET CENTRAL

Step 1: Go to: central.ivrnet.com/mtc



Step 2:

If you know your login information with MTC please sign in.

Cart (0 items) View Register Log in

MTC McKenzie Towne Council Search

Sign in

Email [Forgot email?](#)

Password [Forgot password?](#)

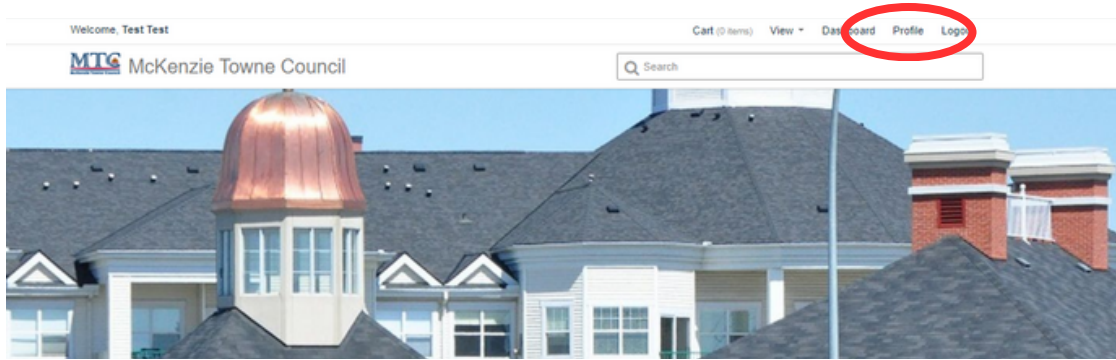
Don't have an account? [Register](#)

IF YOU DO NOT KNOW YOUR ACCOUNT INFO:

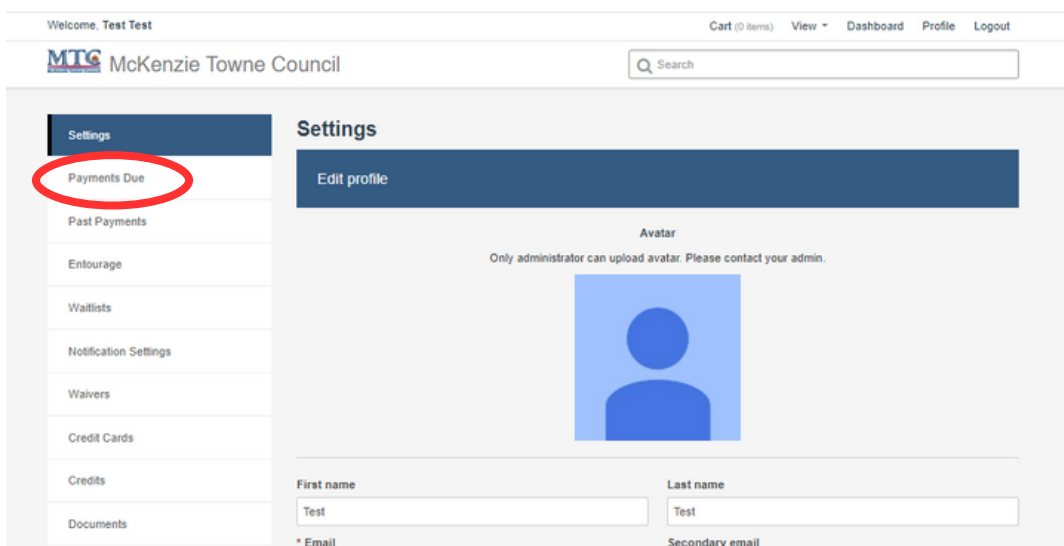
1. Click "Forgot Password"
2. Check your email and follow the prompts to set up your password
3. If you require further assistance, call 403-781-6612 ext. 4

Please do not create a new account, as the invoice(s) will already be allocated to an existing account.

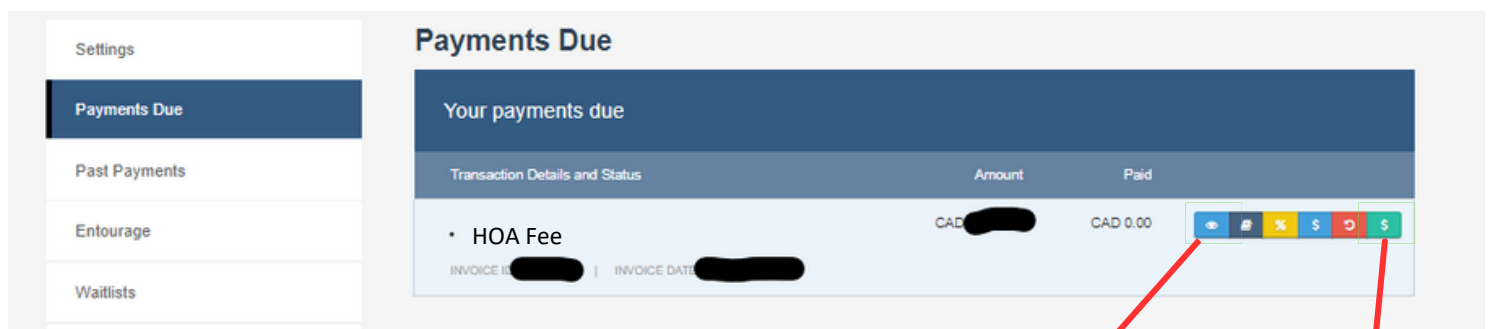
Step 3: Once logged in, click on Profile.



Step 4: Click on "Payments Due" to view Invoices.



Step 5: Here you will see all outstanding invoices. If there are no invoices, no payment is required. Call us if you want to verify that payment was made



Click here to view the invoice

Click here to pay

Step 6: Click Next

1 Show invoice 2 Profile 3 Questions 4 Waivers 5 Payment

Invoice

Billed to [REDACTED]
[REDACTED]

Invoice Date [REDACTED]
Invoice Id: [REDACTED]
GST [REDACTED]

New line item

**Note: An invoice is not automatically emailed. To do that now, click 'Email Receipt'*

#	Item Name and Description	Registrant	Price
1	Full Banquet Hall [REDACTED]	[REDACTED]	[REDACTED]
2	GST		[REDACTED]
			Total [REDACTED]
			Remaining Balance [REDACTED]

Next

Step 7: Make sure your name and address are up to date. Click update details to proceed.

1 Offers 2 Order 3 Details 4 Questions 5 Legal 6 Payment

Additional details for Lisa Unis

First name [REDACTED] Last name [REDACTED]

Address [REDACTED]


City: Calgary Province: Alberta Country: Canada Postal Code: [REDACTED]

Update Details Back

Cancel

Step 7: Click “Proceed with entering credit card information”

Welcome, Your Cart Expires in 11 min 03 sec Cart (1 Item) View Dashboard Profile Logout

 McKenzie Towne Council

1 Offers 2 Order 3 Details 4 Questions 5 Legal 6 **Payment**

Effective Payment Amount: \$ 79.60

No Credits available in your account


Proceed with entering credit card information

Cancel

Step 8:

Enter credit card information (must be Visa or Mastercard. Via Debits are not accepted) and click 'Next'.

If you cannot pay by credit card, please call our office at 403-781-6612.

 12:55 Cancel

Credit Card Billing Address



* Name on Card

* Card Number

* Expiry Month * Expiry Year * CVV

The 3 or 4 digit on the back of your card

Next


 

These credit card types are accepted.

Step 8:

Enter your billing information and click 'Submit'.

If you cannot pay by credit card, please call our office at 403-781-6612.

11:43Cancel

Credit Card Billing Address

Name

Address

City


Province / State

Country

Postal / Zip Code

Phone Number

Back Submit



These credit card types are accepted.

You will receive a receipt via email. If you did not receive it, check your junk folder. If you still cannot find it, email officeco@mtcouncil.com