

Board of Trustees of Ḥuqúqu'lláh in the United States

P.O. Box 697 • Wilmette, IL 60091

Instructions for the Online Users on How to Display/Print Receipted Payments

1: At the Completion of Making Online Payment

- In the Main Dashboard/Menu, select “**Enter Payment**” option. System will take you to the section where you can make an online payment by following instructions provided on the screen.
- In the last step, “**Authorize Payment**”, after clicking on the “**Submit**” button, system will display a Confirmation Message along with the receipt# for the payment just processed. [Please see Figure #2]
- Click on the receipt# which starts with “USA” and shown in font blue.
- Once clicked on, your official receipt will be displayed in PDF format. While displayed on your screen, you can save it on your computer directory and/or print it.

2: For the Payments that have been Receipted (Historical)

- In the Main Dashboard/Menu, select “**View Payment**” option. System will take you to the “**Payment Summary Center**”. [Please see Figure #1]
- In the “**Payment Summary Center**” where a listing of all your receipted payment is displayed, click on any receipt number in the column “**Receipt#**”. Note: Receipt# starts with “USA” and shown in font blue.
- Once clicked on, your official receipt will be displayed in PDF format. While displayed on your screen, you can save it on your computer directory and/or print it.
- You can display/print any of your listed payments in the “**Payment Summary Center**” by simply clicking on it.



ḤUQÚQU'LLÁH
ONLINE PAYMENT SYSTEM
CONTACT US: (847) 733-3478

Payment Summary Center

Important: While you can display and print your receipt online, payment receipts are sent to your mailing address through the postal service

No.	Date	Type	Paid By	Total	Receipt#
1	01/03/2018	Credit Card	Visa-2330		\$ USA10000026822
2	12/31/2017	Bank Debit	Checking-0008		\$ USA10000026496
3	12/26/2017	Credit Card	Visa-2330		\$ USA10000025887
4	12/04/2017	Credit Card	Visa-2330		\$ USA10000025886
5	12/04/2017	Bank Debit	Checking-0008		\$ USA10000025196
6	10/30/2017	Bank Debit	Checking-0008		\$ USA10000025195
7	10/30/2017	Credit Card	Visa-2330		\$ USA10000024271
8	09/07/2017	Credit Card	Visa-2330		\$ USA10000024168
9	09/06/2017	Credit Card	Visa-2330		\$ USA10000022249
10	05/24/2017	Bank Debit	Checking-0008		\$ USA10000022241

Payment history prior to 1 May 2014 is unavailable on this site

Close

Figure #1 – Payment Summary Center

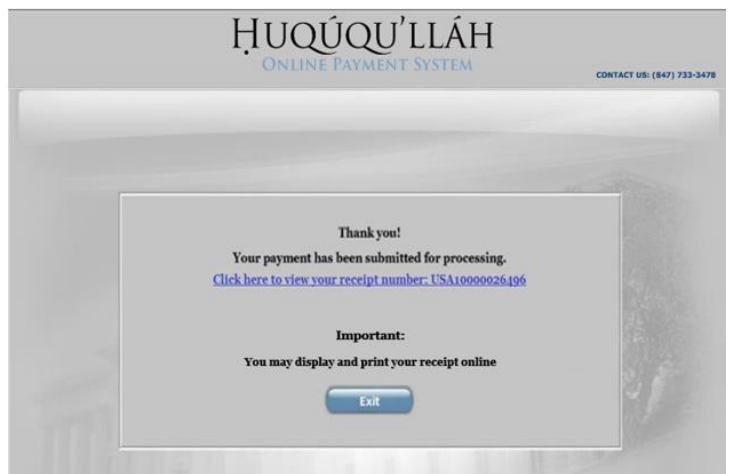


Figure #2 – Payment Confirmation