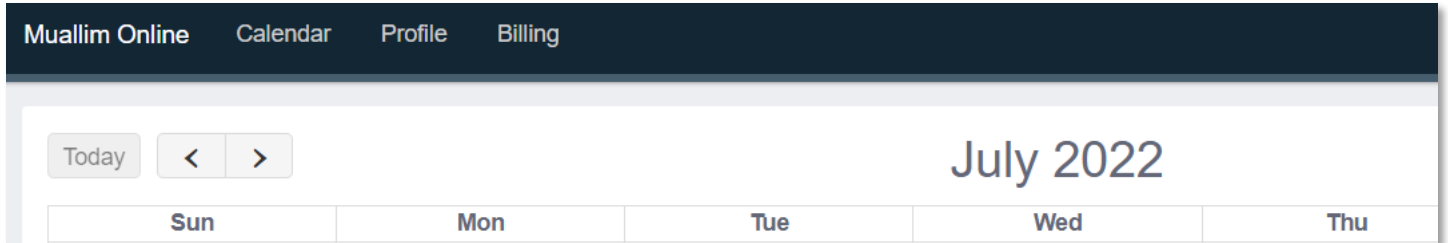


How to make Payments using Teachworks:

Click on Billing on the top of the window and select Transactions.



You will be able to see all your invoices and the Status of the invoices.

- * Paid: You have already paid the dues
- * Awaiting Payment: These are the invoices that need to be paid.

Click on the **“INV – number”** to view the invoice.

The screenshot shows the Muallim Online interface with a dark blue header containing navigation links: Muallim Online, Calendar, Profile, and Billing. Below the header is a table for Quosain Fatima. The table has columns: Date, Record, Type, Due Date, Status, and Amount. The balance is shown as \$0.00.

Date	Record	Type	Due Date	Status	Amount
2022-07-13	INV-0303	Invoice	2022-07-12	Awaiting Payment	\$0.00
2022-05-16	INV-0174	Invoice	2022-05-25	Paid	\$0.00

The screenshot shows the Muallim Online invoice for INV-0303. The invoice is for Quosain Fatima, located in Karachi, Pakistan. The invoice number is INV-0303, dated 2022-07-13, with a due date of 2022-07-12 and an amount due of \$100.00. The invoice includes a table of services and a total amount due of \$100.00. There is a green button labeled 'Pay Online' at the bottom right.

Invoice Number: INV-0303
Date: 2022-07-13
Due Date: 2022-07-12
Amount Due: \$100.00

Service	Description	Quantity	Unit Price	Line Total
Beginner Quran Course	Set # 2	12	8.33	100.00

Subtotal: \$100.00
Sales Tax (0.00%): \$0.00
Total: \$100.00
Amount Due: \$100.00

Your invoice will open this way. You can pay online by clicking on the green button in the right-hand corner or you can transfer the amount to the bank account details shared on the invoice.

INV-0303 ×

Cardholder Name

Card number MM / YY CVC

Save as Default Card

Pay \$100.00

Powered by **stripe**

When you click Pay Online, you will need to enter your card details and process the payment.

Please Note:

All the transactions made online will be marked as paid automatically while the amounts transferred to the account will be marked as paid by the admins. You need to share screenshot of the transfers for the admins to mark them paid and share the receipt on email.