

How can a member use a credit or outstanding balance?

Members can apply a credit or outstanding balance when paying one or more invoices from their member profile.

From the [Invoices and payment tab](#) in their member profile, members can select the invoices they want to pay, and the credits they want to apply.

Date	Transaction	Balance due <input checked="" type="checkbox"/>
05/01/2020	Invoice #00165 Event registration Annual General Meeting - now virtual	\$60.00 <input checked="" type="checkbox"/>
08/01/2019	Payment Credits for volunteer work	\$10.00 <input checked="" type="checkbox"/>
08/01/2019	Payment Credits for volunteer work	\$40.00 <input checked="" type="checkbox"/>

After choosing the appropriate invoices and credits, the member clicks the **Pay online** button if the credit being applied is less than the selected invoice amounts...

The screenshot shows a navigation bar with links for Profile, Privacy, Email subscriptions, Member photo albums, My event registrations, and Invoices and payments (with a warning icon). Below the navigation bar, a yellow box displays a warning icon and the text "Balance due (4 items): \$11.00". Underneath this text are logos for VISA, MasterCard, DISCOVER, and AMERICAN EXPRESS. A blue button labeled "Pay online" is positioned below the logos, with a mouse cursor hovering over it.

...or clicks the **Settle** button if the credit being applied equals the selected invoice amounts.

The screenshot shows the same navigation bar as the previous image. Below the navigation bar, a yellow box displays a warning icon and the text "Balance due (4 items): \$0.00". A blue button labeled "Settle" is positioned below the text, with a mouse cursor hovering over it. At the bottom of the page, there is a "Scroll to top" link with an upward-pointing arrow icon.