


# How can a member use a credit or outstanding balance?

1. Members can apply a credit or outstanding balance when paying one or more invoices from their member profile.
2. Members should log-in to the [www.arizonaquiltersguild.org](http://www.arizonaquiltersguild.org) website.
3. After logging in, click on the “man”  in the upper right corner and then select option to “View Profile” A new screen will be displayed titled “MY PROFILE”.

## MY PROFILE

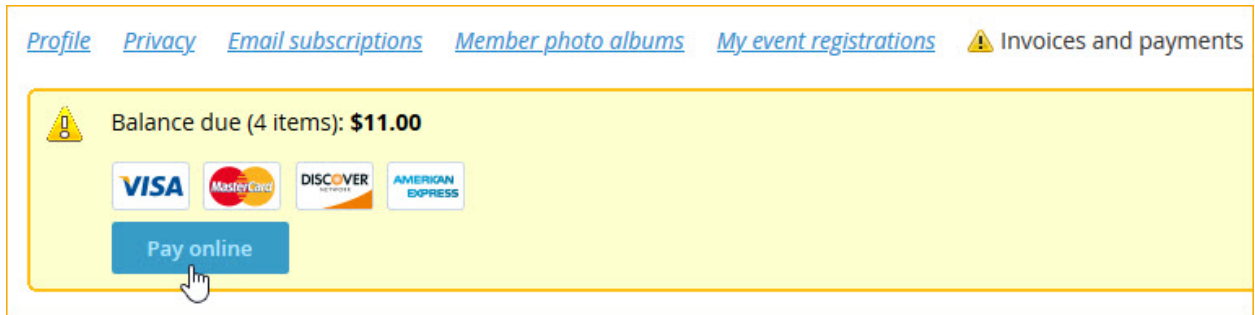
[EDIT PROFILE](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [⚠ Invoices and payments](#) [Donations](#)

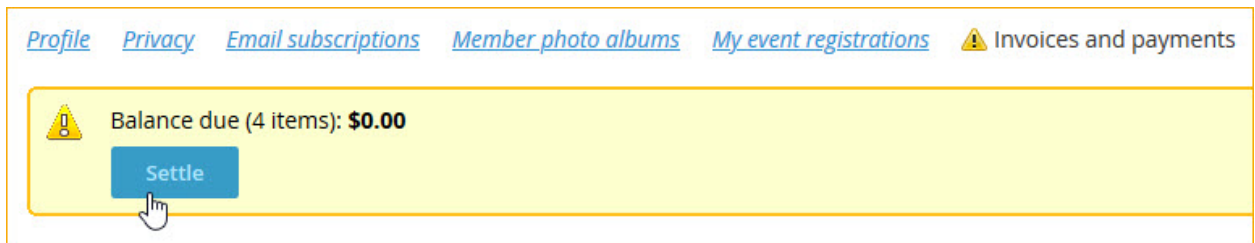
4. Select Tab that says: “Invoices and payments” and press enter.
5. From the Invoices and payment tab in their member profile, members can select the invoices and credits to use by ensuring the boxes to the right are checked.

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

6. 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...



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



The new [www.arizonaquiltersguild.org](http://www.arizonaquiltersguild.org) has been designed to be a “self-service” website. Any changes can be made by the member after they have logged in. A balance of overpayment or underpayment can be seen by the member in the bottom right of the AQG website. If you do need assistance, send an email to: [info@aqgmail.org](mailto:info@aqgmail.org).