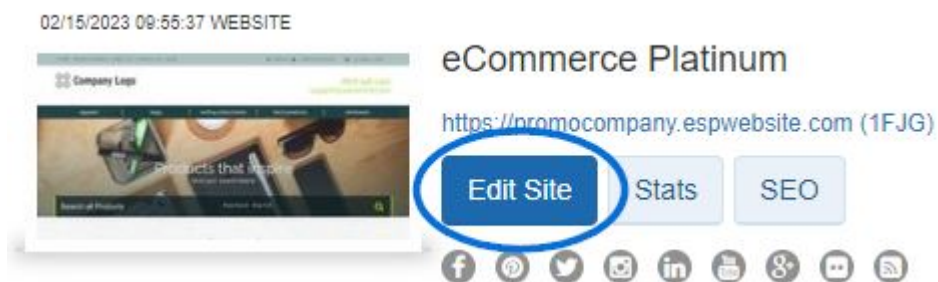




## Using the Invoices Option

Jennifer M - 2021-08-13 - eCommerce

To enable the "Invoice Me" option for customers during the checkout process, you can do so in the Payment Methods section of the ESP Websites Admin. After logging into the ESP Websites Admin, locate the site you would like to use and then click on the Edit button.



Next, expand the eCommerce section and select Payment Methods.

Edit Website Design +

Pages & Menus +

Manage Products +

Website Settings +

Ecommerce +

Currency And Pricing Display
Price Adjustments and Fees
Payment Methods
Check-Out and Order Management

Tools +

After selecting "I want to accept payments on my site", check the "Invoice Me" option. Next, be sure to also check the "Invoice the Customer" box in the Request Final Payment section.

☒ I want to accept payments on my site.

Select your preferred payment methods

Customers can pay you during checkout or choose to be sent an invoice to pay later.

☐ Credit Card
☐ Electronic Payment
☐ PayPal
☒ Invoice Me ⓘ

**Tip:** If you choose to offer the invoice option to your customers, we highly recommend setting your deposit amount to 100% to avoid any confusion.

Request Final Payment

Offer your customers the option to be invoiced for final payment along with your payment options.

☒ Invoice the Customer ⓘ

☐ I do not want to accept payments on my site.

**Deposit**

☒ I want to require a deposit on the estimated order total.

☒ Percentage %

100.00

☐ Fixed Amount \$

**Note:** It is strongly recommended that when working with invoices, you require a deposit and set the percentage to 100%.

When you are finished making these selections, click on the Save button and then click on the Make Changes Live link.

## ABC Promotional

<https://abcpromotions.espwebsite.com> (OBHM)

[Preview](#)[View Live Site](#)[Make Changes Live](#)

The "Invoice Me" payment method can be used independently or in conjunction with other payment methods in a single transaction.