

Before You Start

You need the **Accounting** role to use the billing portal. If you don't have access, ask someone with these options:

Who Can Help	How
Your Admin	Any user with admin access at your store can add the Accounting role to your account
IPS Staff	Call us at (810) 695-9332 or email support@ipsdev.com and we'll set it up for you

Tip: You log in with the same email and password you use for your ScanIt Parts dashboard.

Log In to the Billing Portal

- 1 Open your browser and go to **billing.ipsdev.com**
- 2 Enter your email and password
- 3 Click **Log In**

Forgot your password? Click the "Forgot Password" link on the login page. A reset link will be sent to your email.

View Your Invoices

After you log in, you'll see the invoice dashboard. At the top are two summary cards:

Card	Shows
Total Outstanding	Dollar amount you owe
Unpaid Invoices	Number of invoices left to pay

Invoice Status Badges

Badge	Meaning
Past Due	Over 45 days old and unpaid
Unpaid	Balance is still owed
Paid	Fully paid

Tip: Click any invoice row to expand it. You'll see line items, totals, and a **Download Invoice** button.

Make a Payment

- 1 Find the invoice you want to pay
- 2 Click the green **Pay** button on that row
- 3 Enter the amount (full balance or a partial amount)
- 4 Click **Continue to Payment**
- 5 Fill in your payment details (credit card or bank account)
- 6 Click **Pay** to submit

 You'll see a confirmation when it goes through

Accepted payment types: Visa, Mastercard, American Express, Discover, or bank account (ACH).

Important: Payments are handled by Authorize.Net. Your card or bank details are never stored on our servers.

Payment History

Click **Payment History** in the left sidebar to see all past payments.

Column	Shows
Date	When the payment was made
Invoice #	Which invoice it was for
Amount	How much was paid
Type	Credit card, ACH, check, etc.
Reference	Transaction ID for your records

Quick Fixes

Problem	Try This
Can't log in	Check your email/password. Use "Forgot Password" to reset.
"Access denied"	You need the Accounting role. Ask your admin or call IPS.
No Pay button	Only users with the Accounting role see the Pay button.
Payment failed	Check your card number, expiry, and CVV. Try a different card.

Need Help?

- **Phone:** (810) 695-9332 (Mon-Fri, 8am-5pm ET)
- **Email:** support@ipsdev.com (24/7)
- **Dashboard:** Click the "?" icon in ScanIt Parts