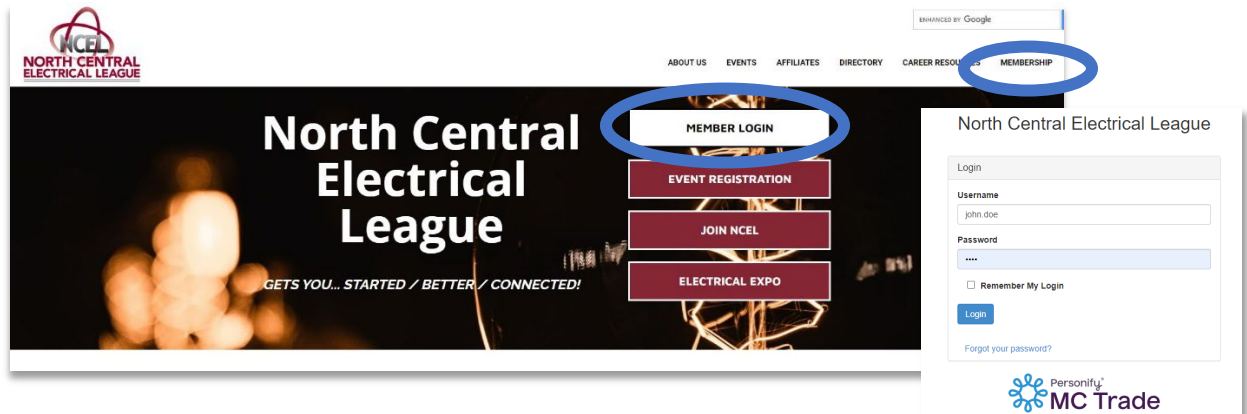


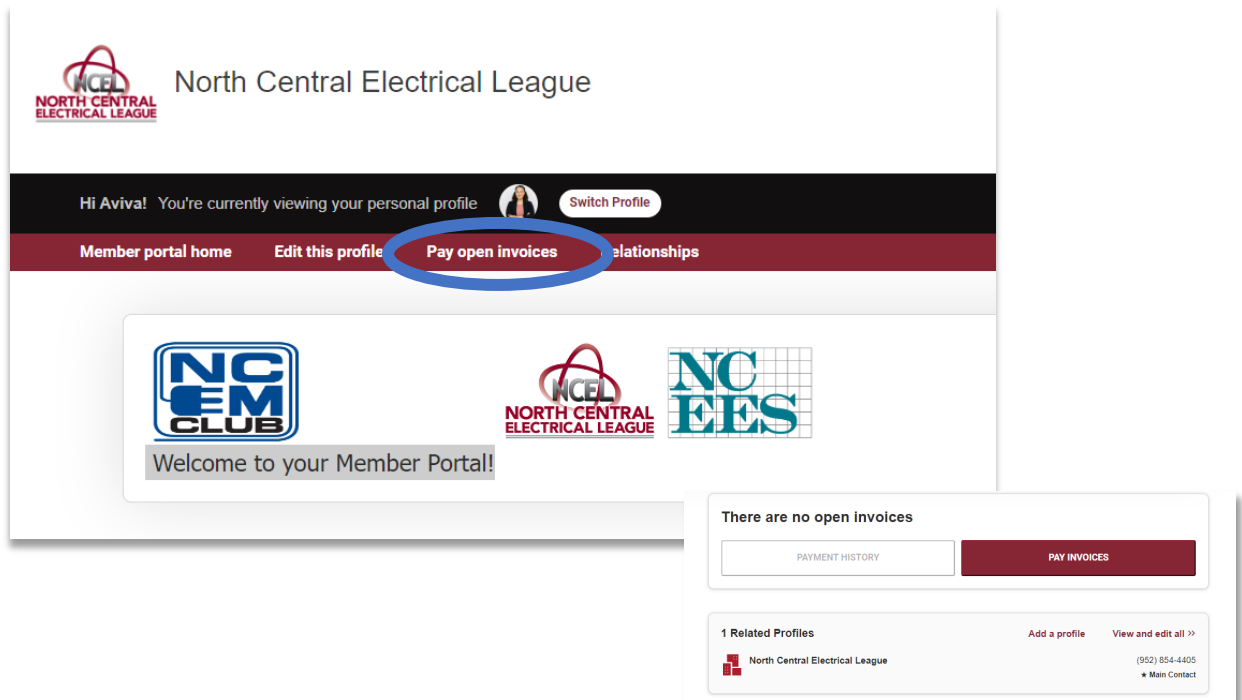
HOW TO PAY BILLS AND OPEN INVOICES

You will need your NCEL login information and have editor privileges assigned. If you do not have either of these please contact NCEL at (952) 854-4405 and we will assist you.

1. Go to the North Central Electrical League website www.ncel.org
2. Login to your member portal. You can find the login access on the main home page either on the main menu or in the membership drop down menu found in the upper right corner.

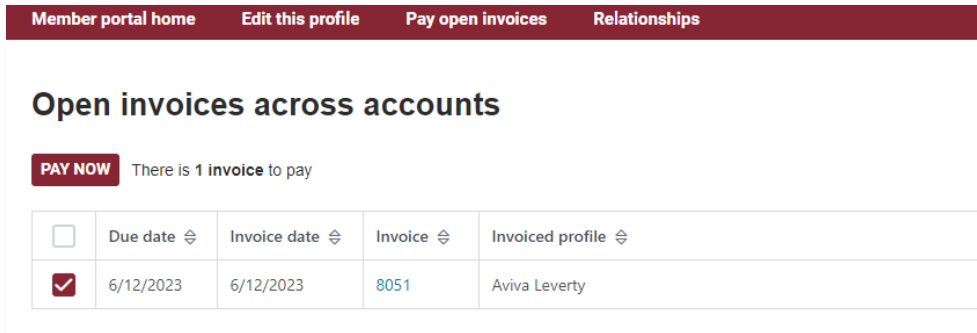


3. On your member portal you will need to select Pay Open Invoices on the main menu. They will also pop up on the right side of the screen. You are also able to see your payment history and download any past invoices.



HOW TO PAY BILLS AND OPEN INVOICES

- Here you will see any open bill or invoice you have with NCEL. To pay the bill you select the box next to the invoice you would like to pay. Then click "PAY NOW". You can select multiple invoices at one time to pay.



Member portal home Edit this profile Pay open invoices Relationships

Open invoices across accounts

PAY NOW There is 1 invoice to pay

<input type="checkbox"/>	Due date ⇅	Invoice date ⇅	Invoice ⇅	Invoiced profile ⇅
<input checked="" type="checkbox"/>	6/12/2023	6/12/2023	8051	Aviva Leverty

- Your information will populate below. The Address will need to match the address connected to the card for the payment to go through.
- Once you have completed your information, select the maroon pay your bill.
- Once you are done you will receive an email receipt. If you do not, please contact the NCEL office (952) 854-4405.