## 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 <u>www.ncel.org</u>
- 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.

NORTH CENTRAL ELECTRICAL LEAGUE	ABOUT US EVENTS AFFILIATES DIRECTORY CAREER	KEUS EY Google
North Central 🤇	MEMBER LOGIN	North Central Electrical League
Electrical League	EVENT REGISTRATION	Login Username
	JOIN NCEL	john.doe Password
GETS YOU STARTED / BETTER / CONNECTED!		C Remember My Login
		Forgot your password?

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.

North Central Electrical League		
Hi Aviva! You're currently viewing your personal profile () Switch Profile		
Member portal home Edit this profile Pay open invoices elationships		
Welcome to your Member Portal!		
Th	here are no open invoices	
1R	Related Profiles Add a profile *	(952) 854-4405 * Main Contact

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4. 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			
Оре	Open invoices across accounts							
PAY NO	PAY NOW There is 1 invoice to pay							
	Due date ⇔	Invoice date	Invoice	Invoiced pro	ofile			
	6/12/2023	6/12/2023	8051	Aviva Levert	v			
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- 5. Your information will populate below. The Address will need to match the address connected to the card for the payment to go through.
- 6. 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.