

## How to Make an Invoice Payment via Credit Card

**Step One:** Before you log on to [www.myexostar.com](http://www.myexostar.com), make sure you have the following information:

- > Invoice Number
- > Exostar ID (or Exostar Customer/Account ID from your invoice)

**Step Two:** Open your browser to [www.myexostar.com](http://www.myexostar.com) and click Pay Invoice on the lower left hand corner (MS Internet Explorer is the preferred web browser)



**Step Three:** On the Pay Invoice Page, type in your :

- > Invoice Number,
- > Exostar ID (or Exostar Customer ID from the top right corner of the invoice. Exostar ID contain numbers only),
- > Company Name and
- > Select a Product Type. Please select "All Other Product Invoices" if paying for anything other than a Supplier Membership.
- > Then click Submit Form.

\* Invoice Number:

\* Exostar ID:

\* Company:

\* Product Type:

For assistance, please call:

**World Wide:**

Phone: 1-703-793-7800

Fax: 1-703-793-7962

**United Kingdom:**

Toll Free Phone: 0 800 917-2485

Fax: 1-703-793-7962



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**Step Four:** You will then be sent to a page where you will enter in your billing address and payment information. Please note that if you clicked Supplier Membership in the previous screen you will need to confirm your company information before entering credit card information.

Credit Card Information:

\*Company:

\*First Name:

\*Last Name:

\*Address (Line-1):

Address (Line-2):

\*City:

State (US Only):

\*Zip/Postal Code:

\*Country:   
Please Confirm your Country.

\*E-mail:

\*Phone Number:

Fax Number:

**Step Five:** Enter your payment information and click "Process Payment"

\*Credit Card:  Visa  
 MasterCard  
 American Express

\*Credit Card Number:

\*Expiration Date (mm/yyyy):

\*Invoice Number:

\* Payment Amount:

**Step Six:** You will then be taken to a Confirmation Page. If the information that you have entered is correct, click Purchase. If you need to correct the information, select "click here" at the top of the page. This will return you to the previous page so that you may correct the information.

**Step Seven:** This completes the purchase. Thank you for choosing Exostar!

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