



**To make a different/lesser payment amount by credit card at checkout:**

1. Select Pay by Check.
2. Select Return to Account Overview at the bottom of the Completed Order information page.
3. Select the Pay Now button.
4. Select Pay by Credit Card.
5. Enter the desired payment amount and select Continue.
6. Enter the required information and select Complete Payment.
7. Check your email for a confirmation email regarding the payment made to verify.