

CLIENT GUIDE

Pay Your Invoices Securely

You can pay your invoice straight from your bank account in three steps. Once your bank is saved, every future payment can be done in only a few clicks.

- 1 Click Pay Now
- 2 Pick Your Invoices
- 3 Enter Your Bank and Pay

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YOUR CLIENT PORTAL

Open The Money Tab, Then Click Pay Now

Log in to your client portal at insequencereno.ca/client-access.

Click **Money** on the left, it's where you'll find all your invoices and payments.

Click **Pay now** beside your invoice, and a secure QuickBooks page opens.

Schedule

\$ Money

Design

Photos & Docs

Rewards

Warranty

33 Charles St E,
Toronto

Matt and Amy Ashford

FULL CONDO REMODEL PRIVATE & SECURE

3

Questions

Daily

4

Your Finances

FIXED BUDGET, W TAX
\$84,580.50
View breakdown >

CHANGE ORDERS, W TAX
\$11,915.85
1 change order needs your approval >

CREDITS & DISCOUNTS, W TAX
-\$1,750.00
View 2 credits >

FINAL TOTAL, W TAX
\$94,746.35
How this is calculated >

PAID TO DATE, W TAX
\$21,145.13
View payment history >

FINAL PAYMENT REMAINING, W TAX
\$73,601.22
How this is calculated >

OPEN INVOICES, W TAX
\$27,103.06

Tap any number to see how it's built. Fixed budget + change orders - credits & discounts = final total.

Invoices & Payments

Invoice 1003 Oct 8, 2026 \$5,957.93
Due in 14 days - Oct 22, 2026
\$5,957.93 due
Pay now >

Invoice 1002 Oct 1, 2026 \$21,145.13
Due in 7 days - Oct 15, 2026
\$21,145.13 due
Pay now >

Invoice 1001 Sep 1, 2026 \$21,145.13
Paid, thank you
View >

> Payment ledger

PAY YOUR INVOICE BY BANK

STEP 1 OF 3

Tick Only the Invoices You'd Like to Pay

QuickBooks ticks every open invoice for you.

Untick any invoice you're not paying today.

Check the total at the top so you know exactly what's coming out of your account.

Already paid by cheque, bank draft or e-transfer?

Untick that invoice. It can show as unpaid for a few days while your payment clears, so you won't accidentally pay it twice.

Payment amount
CA\$27,103.06 [Edit amount](#)

Unpaid invoices (2) CA\$27,103.06 due

☒	Invoice	Due date	Total due	
☒	1002	10/15/26	CA\$21,145.13	⋮
☒	1003	10/22/26	CA\$5,957.93	⋮

Payment method


Debit


Credit


Bank

INSEQUENCE
DESIGN BUILD

Summary

Invoice 1002	CA\$21,145.13
Invoice 1003	CA\$5,957.93
Total	CA\$27,103.06

Business details

Email: work@insequencereno.ca

 **TRUSTe** Certified Privacy

Information is protected and kept confidential

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BANK PAYMENT

Choose **Bank**, Enter Your Details, Make Payment

Click **Bank**.

Enter your **transit, institution and account numbers**, you'll find them on a void cheque or in your online banking.

Add the account holder's name and your postal code.

Tick the **pre-authorized debit (PAD)** box, and leave "Save payment method" ticked if you'd like to make payments faster next time.

Check the amount on the green button, then click **Pay**.

Payment method

 Debit	 Credit	 Bank
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[Where can I find this info](#) ▶

Transit number 5 digits	Institution number 3 digits	Account number 5-12 digits
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Account type
Personal checking ▼

Account holder's name

Postal code
L4W 5G1

☒ I have read and agree to the pre-authorized debit [\(PAD\) terms](#).

☒ Save payment method to pay faster next time

By selecting **Pay**, you accept the [Terms of Service](#) and have read and acknowledge the [Privacy Statement](#). You also allow Intuit to charge CA\$27,103.06 in separate transactions.

 **Pay CA\$27,103.06**

That's It, **You're All Set.**

Next Time Is Faster

Your bank details are saved securely with QuickBooks, so next time you'll just click Pay now, tick the invoice and click Pay.

Every Payment in One Place

You'll find your full payment history in the Money tab of your client portal.

Prefer E-Transfer?

E-transfer works too, send it to work@insequencereno.ca, no password required.

Prefer a Credit Card?

You can pay by credit card on the same Pay now page, just click Credit instead of Bank. Credit card payments carry a 3% processing fee.

If you have any questions, feel free to call or text the office at **647-295-9459** or email work@insequencereno.ca.