INSEQUENCE
DESIGN BUILD

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

1

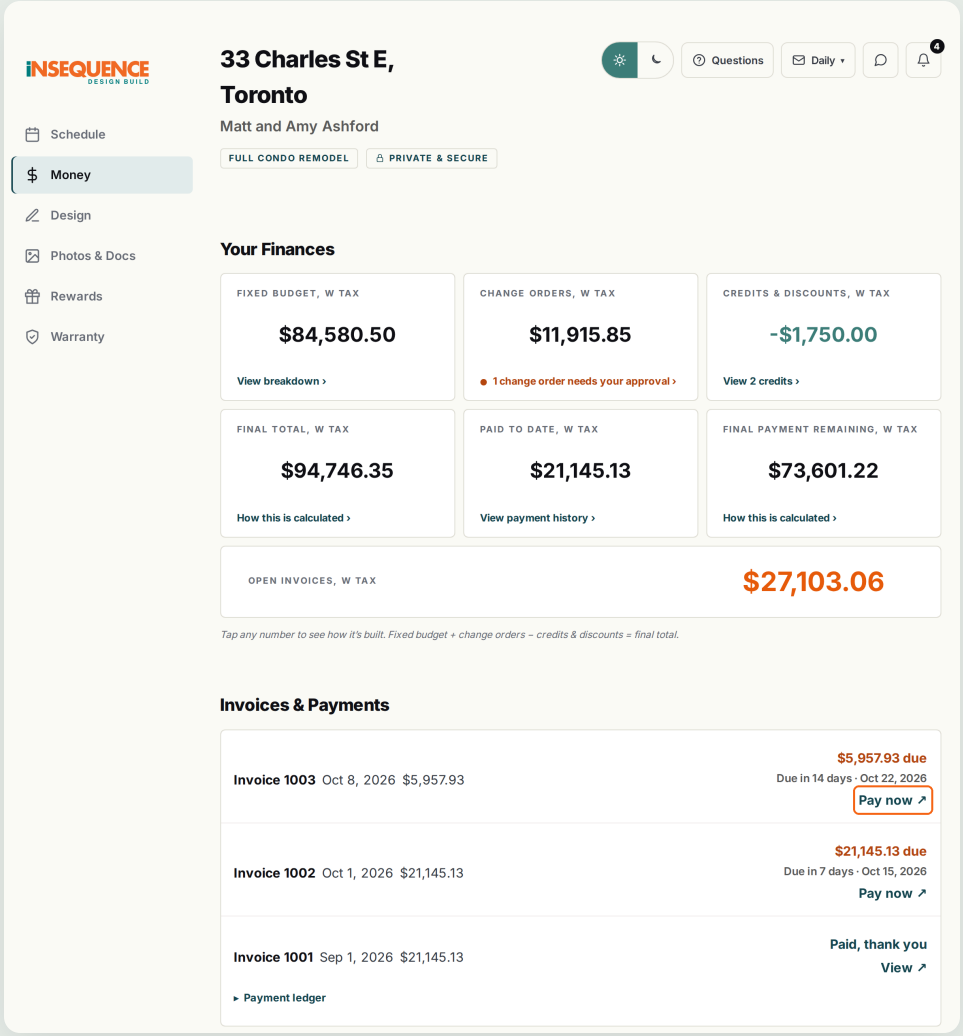
YOUR CLIENT PORTAL

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.



2

THE PAYMENT PAGE

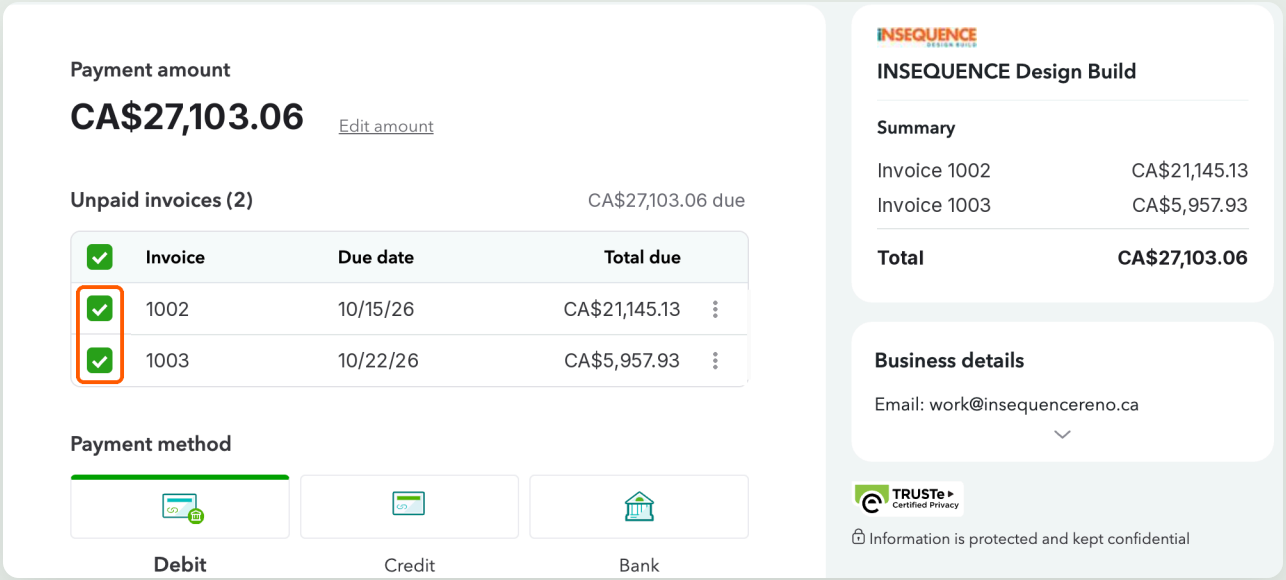
Select Only the Invoices You'd Like to Pay

QuickBooks auto selects every open invoice for you.

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



3

BANK PAYMENT

Choose Bank, Enter Your Details, Make Payment

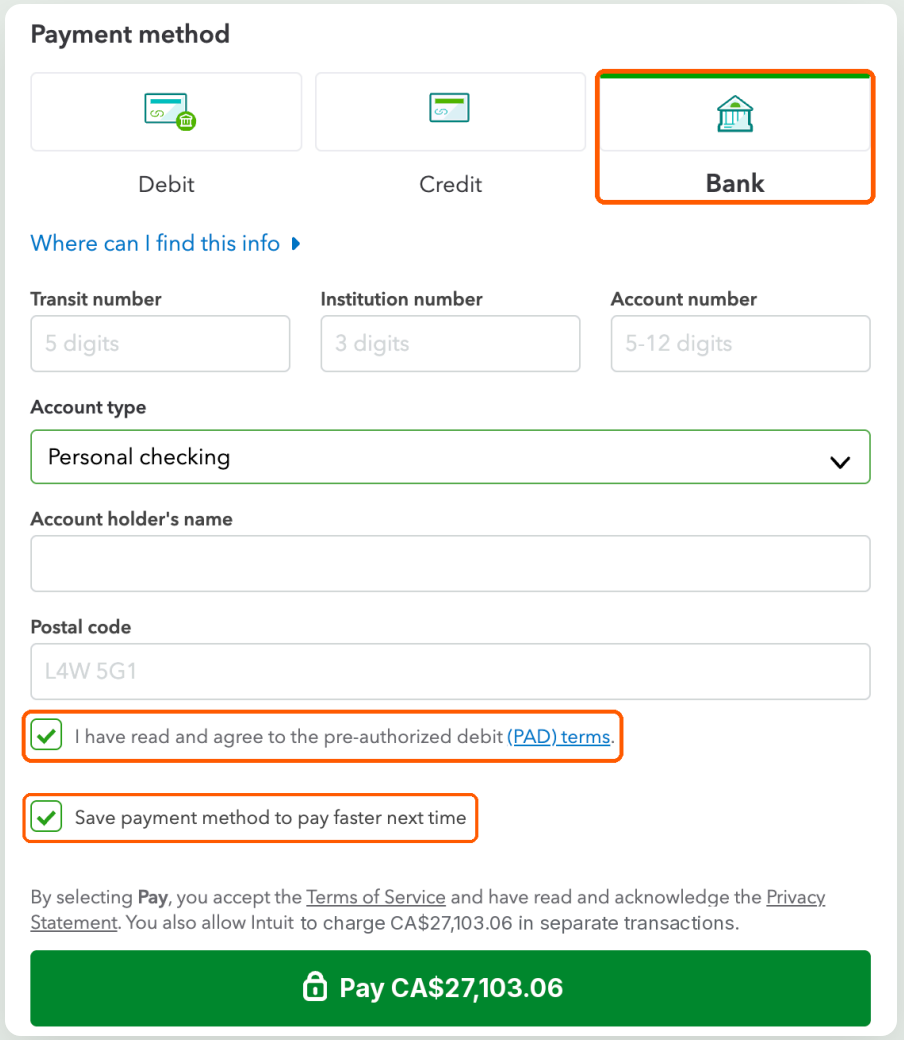
Click **Bank**.

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.

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

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



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, select 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**.