



Visit Fort Worth
111 W. 4th Street | Suite 200 | Fort Worth, Texas 76102-3951

Partner Portal Instructions

Partner Profile

(Invoices)

Viewing Your Member Profile:

Click on the **Profile Icon** on the left side navigation panel. This will display the details on file for your Partner account with Visit Fort Worth.

Invoices:


This is a new feature. Partners are now able to pay their invoices for selected sponsorship, Annual Meeting attendance and selected material via the Partner Portal. A representative at Visit Fort Worth will send you an email once the invoice is ready for review/payment.





Invoices

Filters (0) Manage Filters

Invoice Date: Payment Date:



Account is one of: Payment Method is:




Actions	Invoice ID	Account	Type	Invoice Date	Invoice Amount	Paid Amount	Balance Due	Payment Date	Description
 	152	Simpleview, Inc.	Membership	05/28/2015	\$1.00	\$1.00	\$0.00	06/05/2015	This is a test for extranet online dues payment.
 	389	FWCVB	Membership	07/18/2016	\$0.01	\$0.00	\$0.01		





After you click the Profile icon and then Invoices, you will be presented with a list of invoices sent to your property. Pre-set filters will allow you to search for an invoice.

To view the details of the invoice you can either:

-  The eyeball icon will allow you to view the existing invoice.
-  The printer icon will allow you to print an invoice out for your records.

If you manage multiple properties, you will be able to see the appropriate account without having to log into another account.

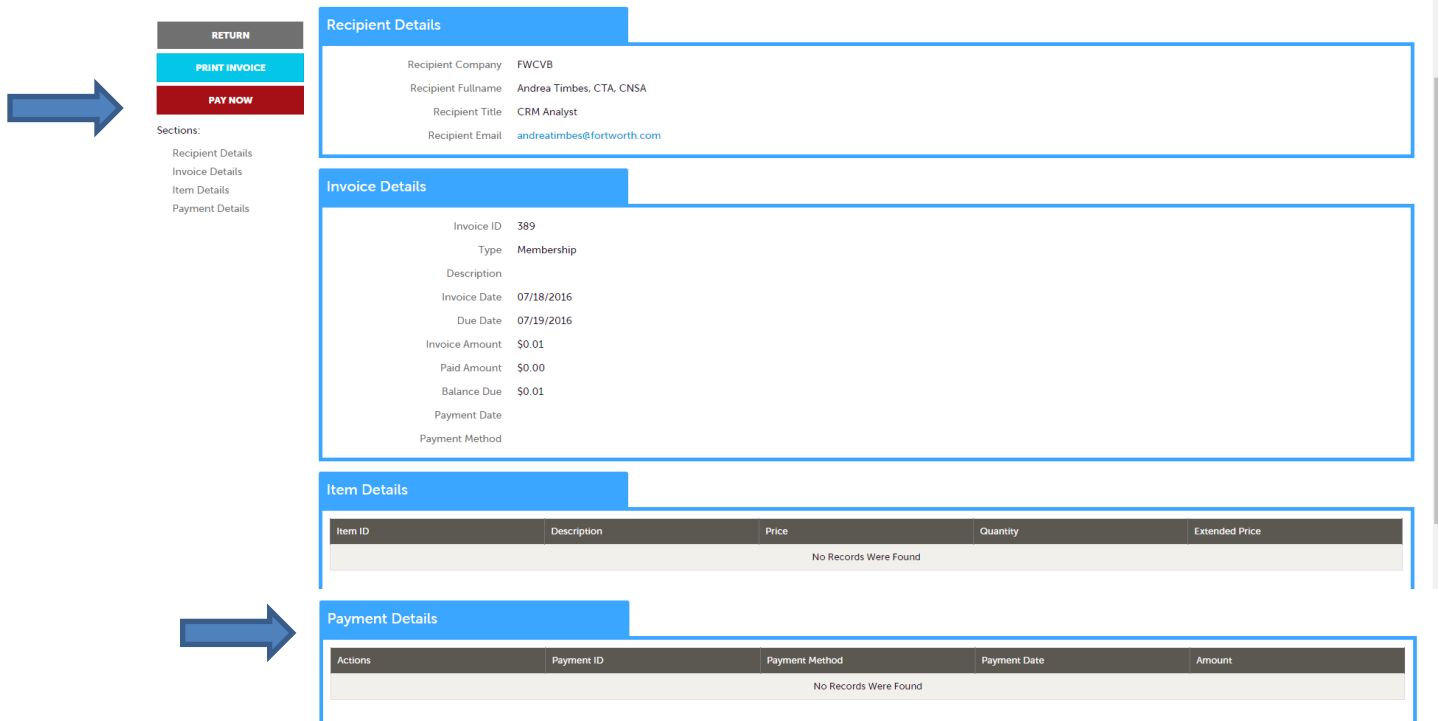


Actions	Invoice ID	Account	Type	Invoice Date	Invoice Amount	Paid Amount	Balance Due	Payment Date	Description
 	152	Simpleview, Inc.	Membership	05/28/2015	\$1.00	\$1.00	\$0.00	06/05/2015	This is a test for extranet online dues payment.
 	389	FWCVB	Membership	07/18/2016	\$0.01	\$0.00	\$0.01		

1. Paying Invoices:

To pay an invoice, click the eyeball icon to first view the invoice.

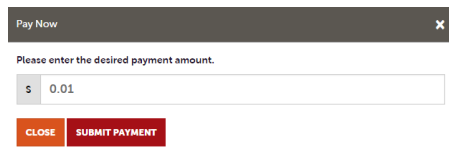
Invoices



The screenshot shows the 'Invoices' page with a sidebar on the left containing buttons for 'RETURN', 'PRINT INVOICE', and 'PAY NOW'. Below these are sections for 'Recipient Details', 'Invoice Details', 'Item Details', and 'Payment Details'. A blue arrow points to the 'PAY NOW' button. The 'Recipient Details' section shows information for FWCVB, including recipient name, title, and email. The 'Invoice Details' section shows invoice ID 389, type 'Membership', and a balance due of \$0.01. The 'Item Details' and 'Payment Details' sections are currently empty, showing 'No Records Were Found'.

When viewing an invoice, you can see the payment history associated to the invoice. If the invoice has an outstanding balance, you will see a “Pay Now” button in the top left of the page. Clicking the Pay Now button will take you to a secure page to pay using a credit card, much like any online payment portal on the internet.

- Enter \$- amount to pay and select “Submit Payment”

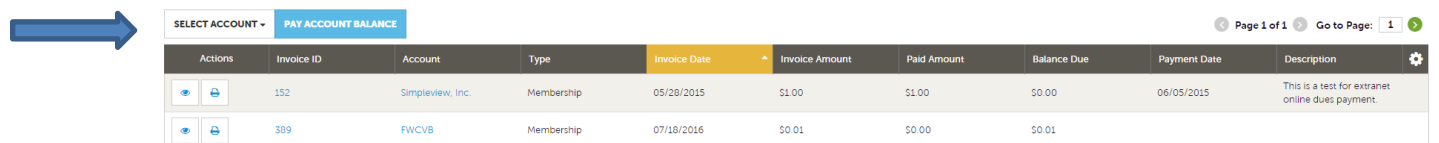


The 'Pay Now' dialog box prompts the user to enter a payment amount. The input field shows '\$ 0.01'. There are 'CLOSE' and 'SUBMIT PAYMENT' buttons at the bottom.

- Please fill out the payment information and select “Complete Transaction”

2. Paying Account Balances:

If you have multiple outstanding invoice balances, you can just pay the total balance instead of individual invoices. If you manage multiple properties, you will also be able to see the appropriate account without having to log into another account.



The screenshot shows the 'PAY ACCOUNT BALANCE' page with a table of invoices. A blue arrow points to the 'PAY ACCOUNT BALANCE' button. The table has columns for Actions, Invoice ID, Account, Type, Invoice Date, Invoice Amount, Paid Amount, Balance Due, Payment Date, and Description. Two invoices are listed: one for Simpleview, Inc. (Invoice ID 152) and one for FWCVB (Invoice ID 389).

- Selecting the account will populate the “Pay Account Balance” option



The 'PAY ACCOUNT BALANCE' button is shown with a dropdown menu displaying 'FWCVB' and the total amount '\$0.01'.

- Select the now populated button

3. Secure Payment Page:

Here is a preview of the payment page. Please fill out your payment information and select "Complete Transaction"



Attention: Please note that credit card transactions will be processed under "SIMPLEVIEW", an authorized fiduciary of Fort Worth Convention & Visitors Bureau.

Purchase Details

Item	Price	Qty	Extended Price
FWCVB	\$0.01	1	\$0.01
Total Amount Due:			\$0.01

Payment Information

Full Name on Card

Address

City





State

Zip

Country

Email Address

Credit Card Number 16 digits on the front of your card

Expiration Date
Month / Year

CVV2/CVC2
 3 digits on back;
Amex: 4 digits on front

You will be charged \$0.01



Attention: Please note that credit card transactions will be processed under "SIMPLEVIEW", an authorized fiduciary of Fort Worth Convention & Visitors Bureau.

- Once transaction is complete, you will receive an email notifying you that the payment is being processed and your outstanding balance will be updated.