

## Steps to Make a Pre-Payment

The first screen in EZ-Pay will list all unpaid and partially paid invoices. To see historical invoices update “unpaid and partially paid” blue title to “all.” If you are trying to make a payment prior to the invoice posting to EZ-Pay, you can make a pre-payment.

### Access EZ-Pay

- Log into your **myResource** account
- Select EZ-Pay



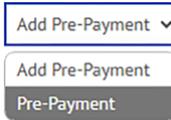
**View/Pay a bill with EZ-Pay™**

EZ-Pay™ is a seamless way to organize payments.



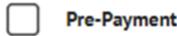
### Select Pre-Payment

- Drop Down ‘Add Pre-Payment’ under Account Number
- Select ‘Pre-Payment’ option



### Enter Pre-Payment

- Select Pre-Payment box
- Add text (Example: “March Payroll” or “Replacement”)
- Enter payment amount



### Payment Method

- Select your payment method or add a payment method
- Select Continue



### Confirm Payment

- Confirm account and payment information
- Select checkbox to agree to terms and conditions
- Select Make Payment

\* By checking this box you agree to the terms and conditions stated above.

For additional EZ-Pay information, refer to [EZ-Pay Quick Start Guide](#) or reach out to [ar@icwgroup.com](mailto:ar@icwgroup.com) for assistance.

[icwgroup.com](http://icwgroup.com)