PAYING A BALANCE DUE

If there is a balance due on your account and you have online access to the NH IFTA IPC System, you may pay your balance online. Log in and choose Work On My IFTA Account. On the following screen you have the option to View Account Balance, or Make a Payment.

<table>
<thead>
<tr>
<th>Account Balance Summary</th>
<th>View License Document</th>
<th>View License Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective</td>
<td>License</td>
<td>Quarter</td>
</tr>
<tr>
<td>01/01 - 12/31</td>
<td>Original (Paid)</td>
<td>4</td>
</tr>
</tbody>
</table>

Either one of those choices will bring you to the Account Balance Summary screen as shown below:
Select the payment(s) you want to make, (you can choose all open balances at once), and click on **Continue**. You will then be brought to the **Verify Invoices Selected to Pay** screen shown below:
Once you have verified these are the invoices you wish to pay then click on **Continue** and you will be brought to the following screen:
Select which type of payment method you would like. If you choose the **Pay via Check**, and then click on **Process Payment**, a message will appear in red stating:

- **Once payment is received by the state, the return will be marked as paid.**

If you choose **Pay via Credit Card**, and then click on **Process Payment**, you will be brought to the **IFTA Processing Consortium (IPC) Payment Page**, see below:
Once the information has been added click on the **Pay With Your Credit Card**. The following screen will show you it processed completed successfully:
Choose **E-mail Receipt** or **Print Receipt** if you need one for your records.