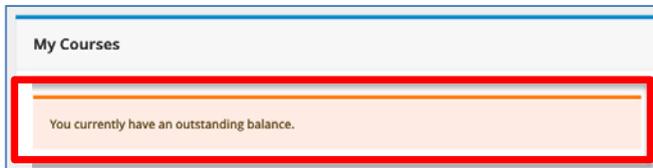


# How to Make Payment for Outstanding Balance

Professional Learning Registration System: <https://aealearning.truenorthlogic.com>

After you log in:

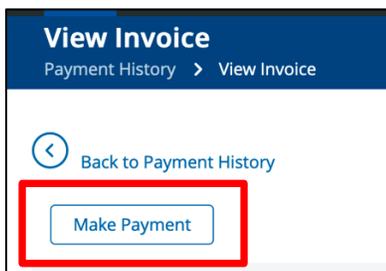
1. Click on the **Home** tab in the tabs along the top of the screen.
2. Locate the **My Courses** channel and click on **You currently have an outstanding balance.**



3. On the **Payment History** page, click on the **Invoice Number** for your course that shows status of **Due**.

Item	Invoice Number	Invoice Date	Status	Order Total	Paid/Pending	Refunded/Cancelled	Due
HL - (Title of Course)	473301873	06/08/2019 - 1:20 pm	Due	\$35.00	\$0.00	\$0.00	\$35.00

4. On the **View Invoice** page, click on **Make Payment** button.



5. On the **Course Registration** page, choose your payment type and enter your payment information.

A screenshot of the 'Course Registration' page. The title 'Course Registration' is at the top. Below it, there is a section titled 'Choose Payment Type'. Under this section, there are three payment options, each with a button and a description:

- Split Costs**: Click here to pay with a split payment using a purchase order and another method. Click an option below to pay the full amount with one payment method.
- Purchase Order - HL**: Pay with a purchase order.
- Credit Card - HL**: Pay now with a credit, debit, or prepaid credit card.