

## IFTA Video Transcript: Account Financial Functions

---

This is a video training session for performing Account Financial Functions. We'll be starting from your Account **Home** page.

1. From your **Home** page, click the [Work On My IFTA Account](#) link. The **Working on IFTA** page will be displayed.
2. Select the [Settings](#) link or select your [Account# - Name](#) link.
3. The **Account Review** page will be displayed. Scroll down the **Finance** heading.
  - Select the [Select Invoices to Pay](#) link.
  - The **Invoice Selection** page is displayed.
  - To pay an invoice, select the invoice check box and select the **Continue** button. (To view an invoice, click the [invoice#](#) link. An invoice will appear in a new window as a PDF file.)
  - The **Invoice Verification** page will be displayed. Select the **Continue** button.
  - The **Payment Options** page is displayed. Select the desired Payment method and click the **Process Payment** button.
4. From the **Account Review** page, scroll down the **Finance** heading.
  - Select the [View Credit Balance](#) link.
  - The **View Credit Balance** page is displayed.
5. From the **Account Review** page, scroll down the **Finance** heading.
  - Select the [View Account Payment History](#) link.
  - The **View Payment History** page is displayed. You can view payments by date range. Payment details can be accessed by click the '+' sign for each payment.