



**GA Solar**  
GEORGIA SOLAR ENERGY ASSOCIATION

[Home](#) | [Solar 101](#) | [Solar Policy](#) | [Solar Resources](#) | [Find a Professional](#) | [Community](#)

## How – To Guide

# Making Your Online Experience Easier

## Paying Invoices Online



**Login** to your account using your email as the Username and the Password you have previously chosen.

The screenshot shows the login page for the Georgia Solar Energy Association. The page has a white background with green and grey accents. At the top, there is a navigation bar with a search box. The main content area is centered and contains the following elements:

- Welcome to the Georgia Solar Energy Association - Your Resource for Solar Energy in Georgia.**
- A message: "If you do not have an account on our site, [visit our sign up page](#) - we'd love you to be part of our online community."
- A green button labeled "Sign up today!".
- A message: "If you have an account, please log in using your **username (e-mail)** and **password** below."
- A "Username" input field containing "email@email.com".
- A "Password" input field with masked characters "\*\*\*\*\*".
- A checkbox labeled "Keep me logged in".
- A grey "Login" button.
- Links for "[Forgot your password?](#)" and "[Forgot your username?](#)".
- A message: "If you're on our mailing list, but are unsure of your password - please reset your password using the link above."
- A message: "Are you having **trouble logging in** and think your membership is expired? Go to the **renewal form** below."
- A green button labeled "Renew Membership Now!".
- A footer message: "Still having trouble? Contact our business office at [admin@gasolar.org](mailto:admin@gasolar.org) for assistance!"

On the right side of the page, there is a sidebar with the following sections:

- A green button labeled "My Account".
- A section titled "Our Sponsors" featuring a logo for "10<sup>th</sup> inmansolar Communications".
- A section titled "Upcoming Events" listing:
  - Thu Feb 16, 2017: [BOD Meeting](#) (Category: Board Meetings)
  - Tue Feb 21, 2017: [Women in Solar Event \(WISE\)](#) (Category: GA Solar Events)
  - Thu Mar 16, 2017: [BOD Meeting](#) (Category: Board Meetings)
- A green button labeled "View Full Calendar".
- A section titled "Our Tweets" showing a tweet from @GASolar retweeted by SolarWakeup (@SolarWakeup) and Greentech Media: SunShot \$1.

Select **'My Profile'** to begin

See something wrong? [Update your profile!](#)

If you are your company's **Key Contact**, you may add and remove **Company Contacts** under 'My Profile'

[My Profile](#) | [Event Calendar](#) | [My Community](#) | [Member Directory](#)

**HELLO**  
my name is

**Georgia Name**  
Carly Company Profile

Member Type : 04 - Corporate Contact  
Expiration Date : 01/25/2018

**Welcome to your comprehensive solar resource!**

Your GA Solar account offers you lots of opportunities to engage with solar professionals and advocates. From this location, you can view your membership profile, locate solar events and sign up to attend, search our directory or update your information in it, find your local legislator, subscribe to our eNews, and engage in topical discussions about solar installation, technology, policy and finance.

**Click on the drop-down menus above to begin your search.** GA Solar keeps you connected.

Search our site

**Our Sponsors**

**10<sup>9</sup> GigaWord Communications**

**Upcoming Events**

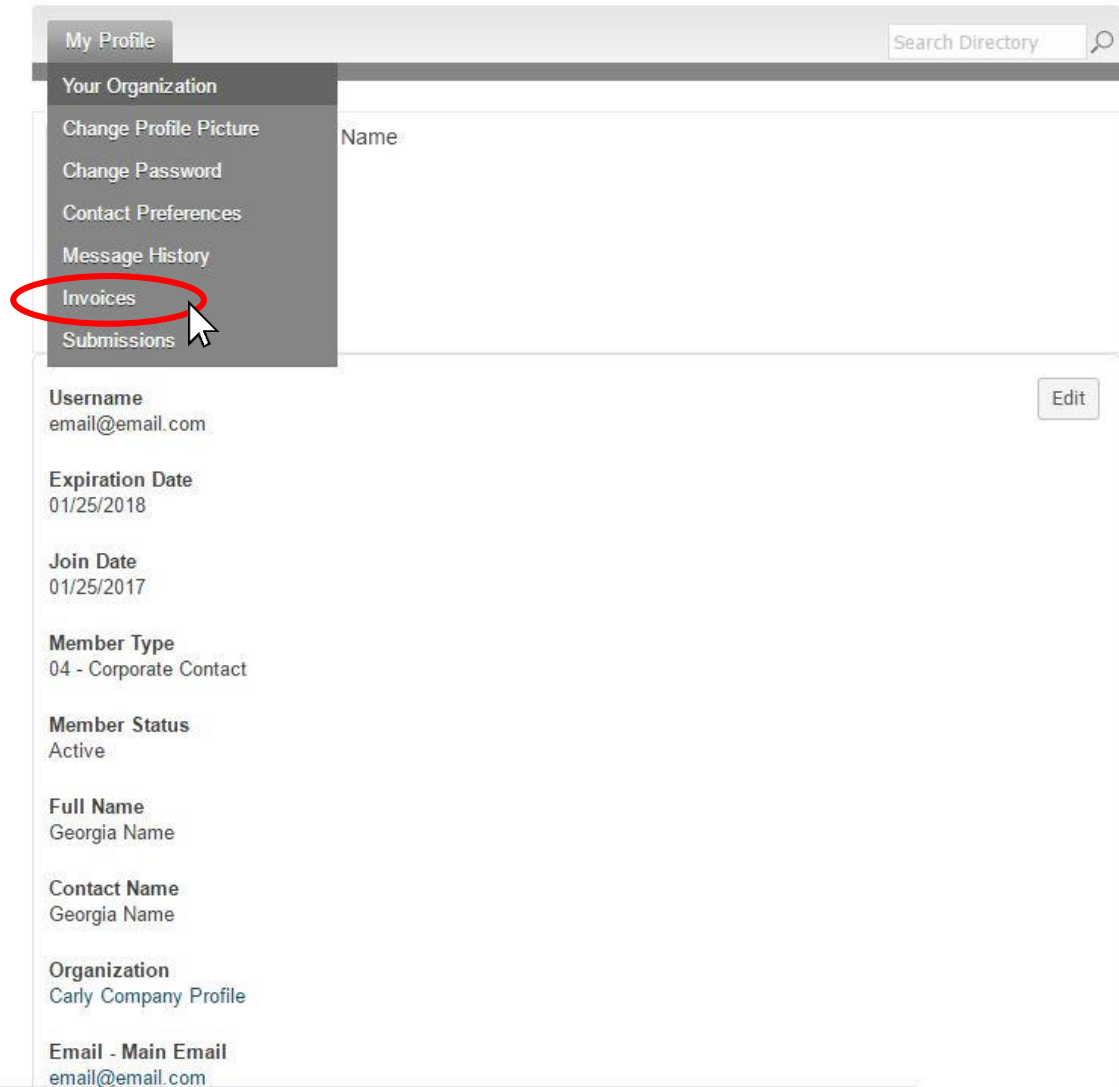
- Thu Feb 16, 2017  
[BOD Meeting](#)  
Category: Board Meetings
- Tue Feb 21, 2017  
[Women in Solar Event \(WISE\)](#)  
Category: GA Solar Events
- Thu Mar 16, 2017  
[BOD Meeting](#)  
Category: Board Meetings

**Our Tweets**

**Tweets** by @GASolar

- Georgia Solar Energy Retweeted
- SolarWakeup

Use **Drop-Down Menu** to select **invoices**. If you are paying a **company's invoice**, you must be logged in as the **Key Contact**. Exit & Select the **How To: Key Contact Paying Company Renewals / Invoices**

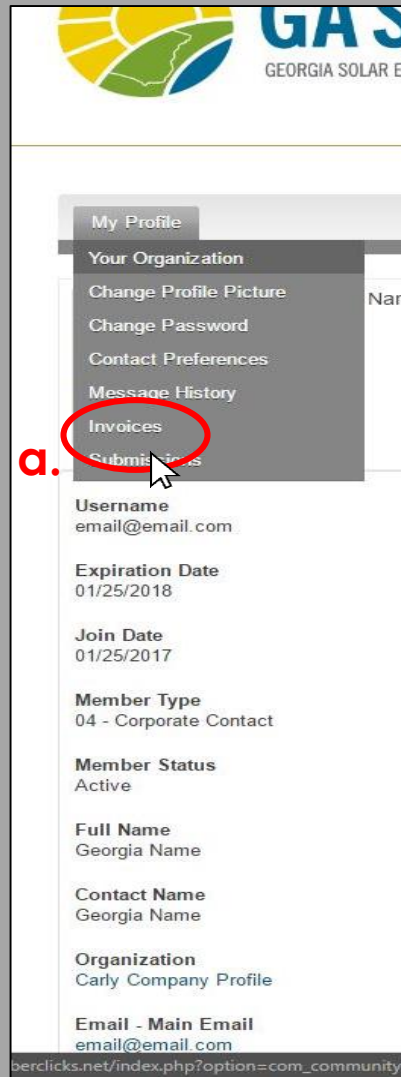


The screenshot shows a user profile page on the GA Solar website. A dropdown menu is open from the 'My Profile' tab, listing several options: 'Your Organization', 'Change Profile Picture', 'Change Password', 'Contact Preferences', 'Message History', 'Invoices', and 'Submissions'. The 'Invoices' option is circled in red, and a mouse cursor is pointing at it. Below the dropdown, the profile information is displayed in a list format:

- Username**: email@email.com [Edit]
- Expiration Date**: 01/25/2018
- Join Date**: 01/25/2017
- Member Type**: 04 - Corporate Contact
- Member Status**: Active
- Full Name**: Georgia Name
- Contact Name**: Georgia Name
- Organization**: Carly Company Profile
- Email - Main Email**: email@email.com

# Paying Invoices Online

1. Click Invoices Tab (a. Drop-Down or b. Menu Tab)
2. Click on the ID number of the invoice you wish to pay.



My Profile

- Your Organization
- Change Profile Picture
- Change Password
- Contact Preferences
- Message History
- Invoices**
- Submissions

Username  
email@email.com

Expiration Date  
01/25/2018

Join Date  
01/25/2017

Member Type  
04 - Corporate Contact

Member Status  
Active

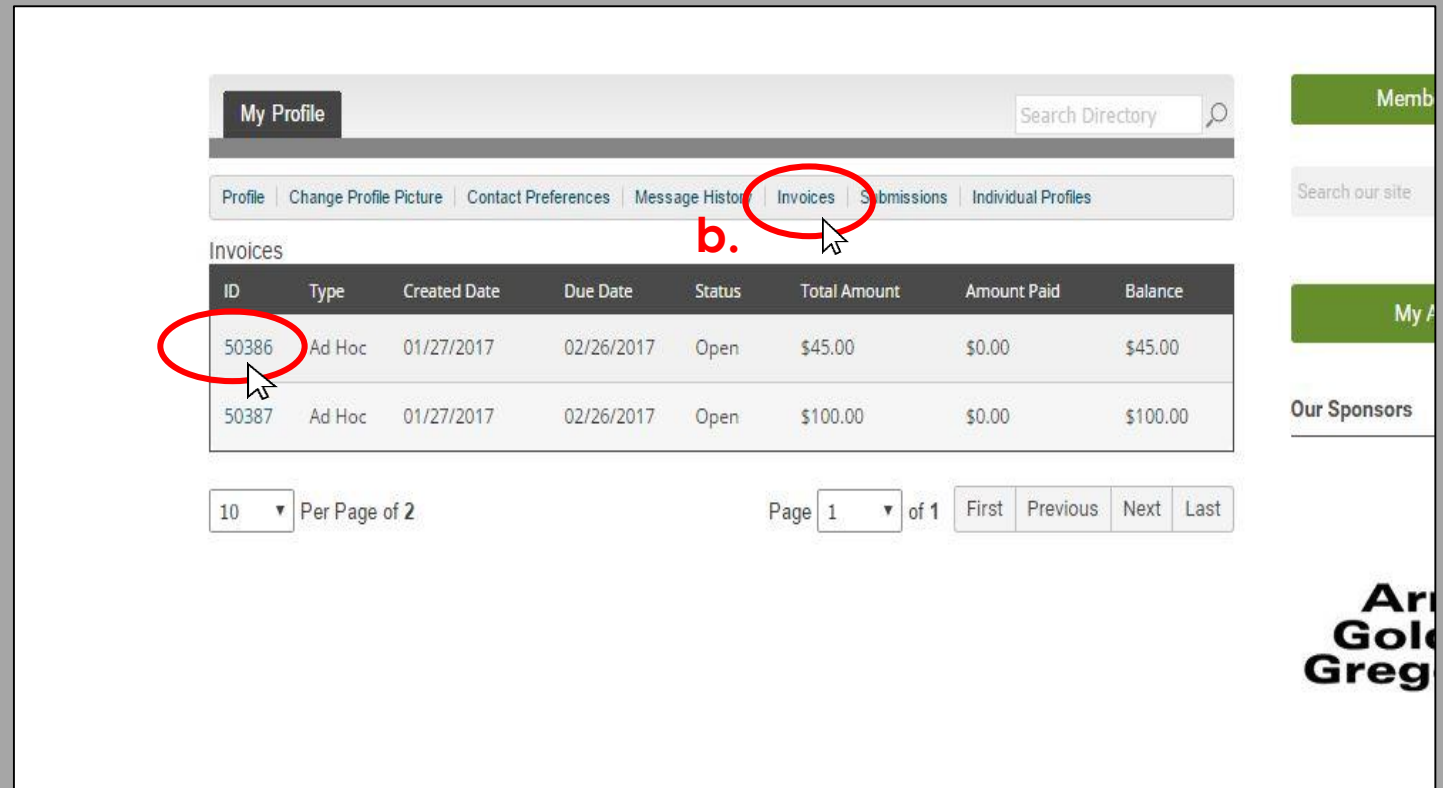
Full Name  
Georgia Name

Contact Name  
Georgia Name

Organization  
Carly Company Profile

Email - Main Email  
email@email.com

berclicks.net/index.php?option=com\_community



My Profile

Search Directory

Profile | Change Profile Picture | Contact Preferences | Message History | **Invoices** | Submissions | Individual Profiles

Invoices

ID	Type	Created Date	Due Date	Status	Total Amount	Amount Paid	Balance
50386	Ad Hoc	01/27/2017	02/26/2017	Open	\$45.00	\$0.00	\$45.00
50387	Ad Hoc	01/27/2017	02/26/2017	Open	\$100.00	\$0.00	\$100.00

10 Per Page of 2

Page 1 of 1

First Previous Next Last

Ar  
Gold  
Greg

# Paying Invoices Online (continued)

## 3. Select Pay Invoice

**OPEN**

Carly Company Profile  
1199 Euclid Ave  
Atlanta, GA 30307  
United States

**Invoice #** 50391  
**Invoice Date** 01/27/2017  
**Invoice Due** 02/25/2017

**Amount Due** **\$100.00**

**Transactions**


Description	Amount
Example Invoice	\$100.00

**Total Amount** **\$100.00**  
**Amount Paid** **-\$0.00**  
**Amount Due** **\$100.00**

**NOTES**  
Thank you for your support of Solar in Georgia! The Georgia Solar Energy Association Inc. is a 501c3 non-profit organization, and your contribution may be tax deductible. Please reference our Tax ID, above. For questions or inquiries, please contact our business office via e-mail at admin@gasolar.org.

[Pay Invoice](#) [Download Invoice](#)

**Our Sponsors**



**Upcoming Events**

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Category: Board Meetings


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Thu Mar 16, 2017  
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[View Full Calendar](#)

**Our Tweets**

**Tweets** by @GASolar

 Georgia Solar Energy Retweeted

 **SolarWakeup**  
@SolarWakeup

Greentech Media: SunShot \$1 per Watt Solar Cost Goal - Mission Accomplished, Years Ahead of Schedule

# Paying Invoices Online (continued)

## 4. Fill-In Credit Card Information and click Submit

### \* Credit Card Information

**Amount To Be Paid**  
\$ 100.00

First Name

Last Name

Card Type

Credit Card Number

Security Code

Expiration Month

Expiration Year

### \* Billing Information

Address 1

Address 2


City

State/Province

Zip/Postal Code

Country

### Our Sponsors



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[View Full Calendar](#)

### Our Tweets

Tweets by @GASolar

Georgia Solar Energy Retweeted

 **SolarWakeup**  
@SolarWakeup

Greentech Media: SunShot \$1 per Watt Solar Cost Goal - Mission Accomplished, Years Ahead of Schedule  
[see.gtk/CnEv/#solar](#)



Once you have successfully submitted a payment, you should receive a confirmation email. If you wish to mail a check please mail to:

**Georgia Solar Energy Association**  
**1199 Euclid Ave, NE**  
**Atlanta, GA 30307**

Your account will not reflect payment until it has been processed in our offices. Please let us know if you have an issues or questions:

**[admin@gasolar.org](mailto:admin@gasolar.org)**