

# Blue Sombrero

## Log into your OCSA account –

Users on Automatic Recurring Billing (ARB) or Payment Plans may make payments towards their orders by hovering their cursor over the icon on the right side of each payment due. This is the dotted circle in the Scheduled Payments section. You will see three options come up when you click on this circle. If you click on **Pay Bill**, it will take you through the checkout process. You can also click **View Bill** and view what is due on that date. Finally, you can select the **Edit Credit Card Info** option, and change the credit card that is on ARB.

To edit Credit Card you will need to pay all payments due and then look at the next month with explanation mark beside circle and you will see edit Credit Card as pictured below, once you have entered credit card information click submit at bottom of page and this should reinstate auto draft.

The screenshot shows a user interface for 'The Blue Sombrero Team'. At the top, there is a navigation bar with 'Welcome back, Chris!', a dropdown menu for 'The Blue Sombrero Team - C...', a 'Logout' button, and a 'Register Now!' button. Below this is a sidebar with icons for 'MY ACCOUNT', 'CALENDAR', 'VOLUNTEER', 'MY ORDERS', 'MESSAGES', and 'HOME'. The main content area is titled 'My Orders' and displays an 'OPEN BALANCE' of \$75.00. A 'Scheduled Payments' table lists three payments: 05/01/2015 for \$25.00, 06/01/2015 for \$25.00, and 07/01/2015 for \$25.00. Each payment has a dotted circle icon on the right. A blue dashed arrow points to the dotted circle for the 06/01/2015 payment, which has a small 'i' icon next to it. A dropdown menu is open over this payment, showing three options: 'View Bill', 'Pay Bill', and 'Edit Credit Card Info'. To the right, an 'Order History' table shows two orders: 3818182 on 04/23/2015 for \$116.36 (Pending) and 3818143 on 04/22/2015 for \$413.60 (Completed).

ORDER #	DATE	AMOUNT	STATUS	
3818182	04/23/2015	\$116.36	Pending	<a href="#">View</a>
3818143	04/22/2015	\$413.60	Completed	<a href="#">View</a>

Scheduled Payments:		
05/01/2015	\$25.00	
06/01/2015	\$25.00	
07/01/2015	\$25.00	