

To register for our online payment portal and pay your invoice by credit card or ACH\*, visit <https://mcls.payments.gogravity.com/> . When registering, you'll need your invoice number and customer ID as shown on the invoice.

*\*As a convenience to our members, MCLS will accept credit card payments for orders up to \$1,000. To maintain our overhead costs and to be a good steward of the MCLS Membership Assets, orders above \$1,000 cannot use credit cards as a form of payment. For cost effectiveness, our preferred method of payment remains payment by check.*

Click the links below to view payment portal instructions by sections.

- [Registration Instructions](#)
- [Viewing Invoices Instructions](#)
- [Paying an Invoice Instructions](#)

How to register for the payment portal

1. Once you have received an invoice via email from MCLS, have the invoice accessible.
2. Visit <https://mcls.payments.gogravity.com/register>
3. Enter your email address, Customer ID (as shown on the invoice), Invoice ID (the invoice number on the invoice), and create a password.



**Midwest Collaborative for Library Services**  
1407 Rensen St  
Lansing, MI 48910

**Invoice**

Invoice Number AR-  
Invoice Date 6/28/2024  
PO Number

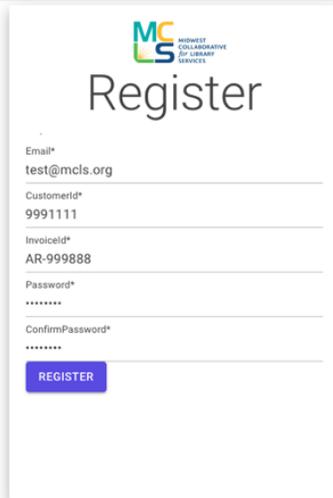
Bill To:

Ship To:

Notes:

PO Number	Customer ID	Order Number	Due Date	Payment Terms
			6/28/2024	
Item Number	Description	Quantity	Rate	Ext. Price
		1.0000	814.0000	\$814.00

Subtotal \$814.00  
Tax \$0.00  
Total \$814.00



The image shows a registration form for the MCLS Payment Portal. At the top left is the MCLS logo, which consists of the letters 'M' and 'S' in green and blue, with the text 'MIDWEST COLLABORATIVE OF LIBRARY SERVICES' to its right. Below the logo is the word 'Register' in a large, black, sans-serif font. The form contains several input fields, each with a label and an asterisk indicating it is required: 'Email\*' with the value 'test@mcls.org', 'CustomerId\*' with the value '9991111', 'InvoiceId\*' with the value 'AR-999888', 'Password\*' with a masked password '\*\*\*\*\*', and 'ConfirmPassword\*' with a masked password '\*\*\*\*\*'. At the bottom of the form is a blue button with the text 'REGISTER' in white, uppercase letters.

4. Your login information for the portal is your email address and the password you created.
5. Login to <https://mcls.payments.gogravity.com/> to view or pay an invoice.

## Viewing your paid and unpaid invoices

1. Login to the payment portal at <https://mcls.payments.gogravity.com/>
2. You will be viewing your unpaid invoices by default

MCLS Payment Portal

Payments

Invoices **PAY**

Search

<input type="checkbox"/>	Invoice Number	Invoice Date ↑	Due Date	Total	Remaining	Status
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Rows per page: 10 0-0 of 0 |< < > >|

3. To view your paid invoices, select "Paid Invoices" on the left sidebar.

MCLS Payment Portal

Payments

Invoices

**Paid Invoices**

Unapplied Credits

Payments

Cards

Search

<input type="checkbox"/>	Invoice Number	Invoice Date ↑	Due Date	Total	Status
<input type="checkbox"/>	[REDACTED]	7/12/2024	8/11/2024	\$1.00	Paid

Rows per page: 10 1-1 of 1 |< < > >|

4. You can also view any payments you have made in the "Payments" section on the left sidebar.

Receipt Number	Credit Applied From	Payment Date	Amount
[REDACTED]		3/19/2024	\$17,992.62
[REDACTED]		1/14/2021	\$15,959.68

Rows per page: 10 | 1-2 of 2 | < > >|

5. You may also view or update any credit cards you have saved to the payment portal in the "Cards" section on the left sidebar. This is also where you can set up an ACH payment method, by clicking "+ New Card" and choosing "eCheck" rather than "Credit Card".

Name	Type	Card Number/ Account Number	Actions
[REDACTED]	Credit Card	[REDACTED]	DELETE

Rows per page: 10 | 1-1 of 1 | < > >|

+ NEW CARD

Name	Type	Card Number/ Account Number
[REDACTED]	Credit Card	[REDACTED]

Card Or Ach: eCheck

Name\* [REDACTED]

Account Holder\*

Routing Number\*

Account Number\*

Account Type\*

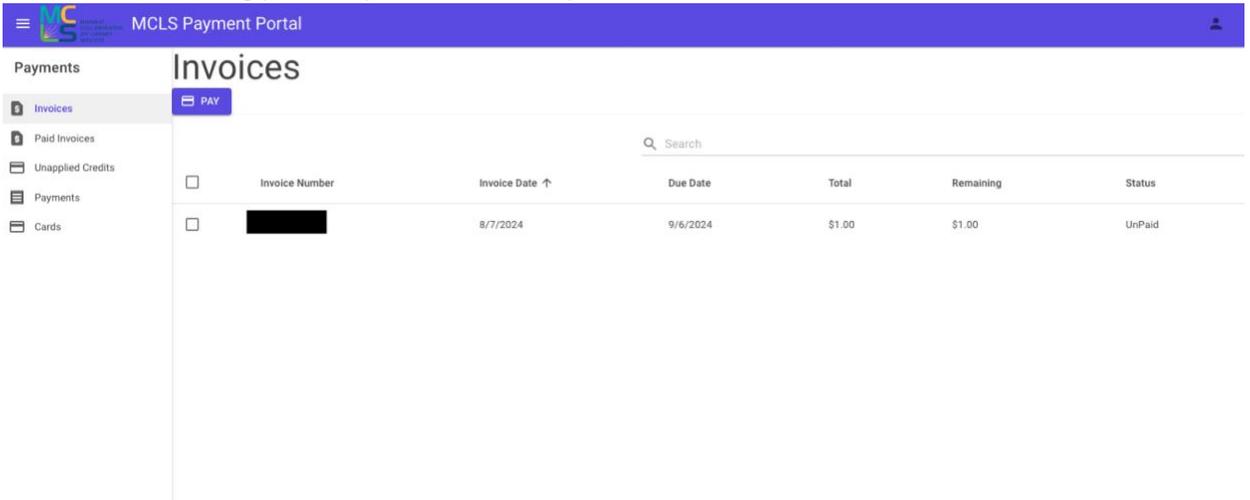
Select Address\*

ADD ADDRESS

REGISTER CANCEL

## How to pay an invoice

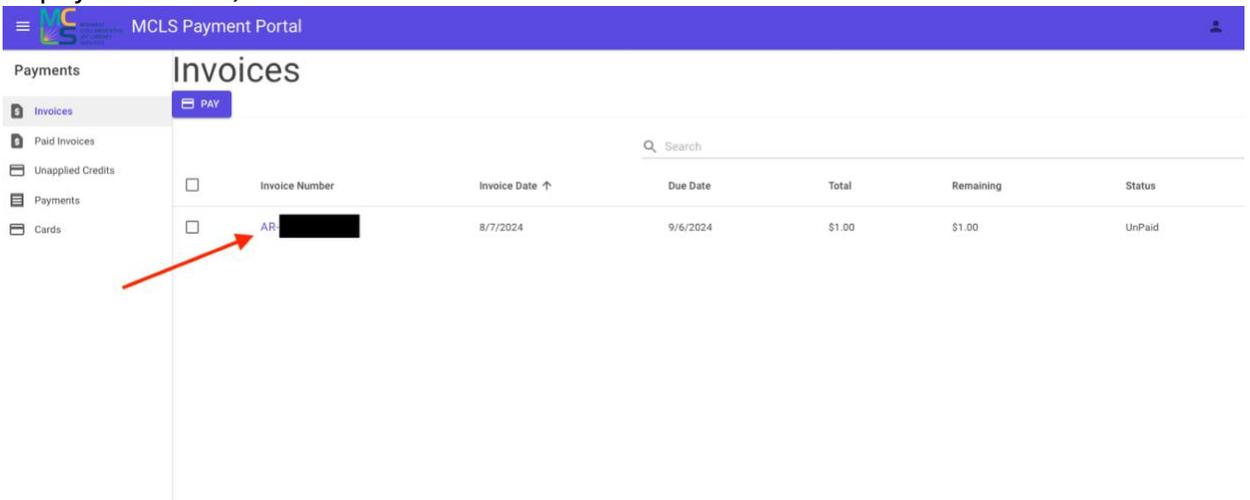
1. Login to the payment portal at <https://mcls.payments.gogravity.com/>
2. You will be viewing your unpaid invoices by default.



The screenshot shows the MCLS Payment Portal interface. The header is a dark blue bar with the MCLS logo and the text "MCLS Payment Portal". Below the header, there is a navigation menu on the left with options: "Payments", "Invoices", "Paid Invoices", "Unapplied Credits", "Payments", and "Cards". The "Invoices" option is selected and highlighted. The main content area is titled "Invoices" and features a "PAY" button. A search bar is located at the top right of the table. The table has the following columns: Invoice Number, Invoice Date ↑, Due Date, Total, Remaining, and Status. There is one row of data with a checkbox on the left, an invoice number (partially redacted), an invoice date of 8/7/2024, a due date of 9/6/2024, a total of \$1.00, a remaining amount of \$1.00, and a status of "UnPaid".

	Invoice Number	Invoice Date ↑	Due Date	Total	Remaining	Status
<input type="checkbox"/>	[REDACTED]	8/7/2024	9/6/2024	\$1.00	\$1.00	UnPaid

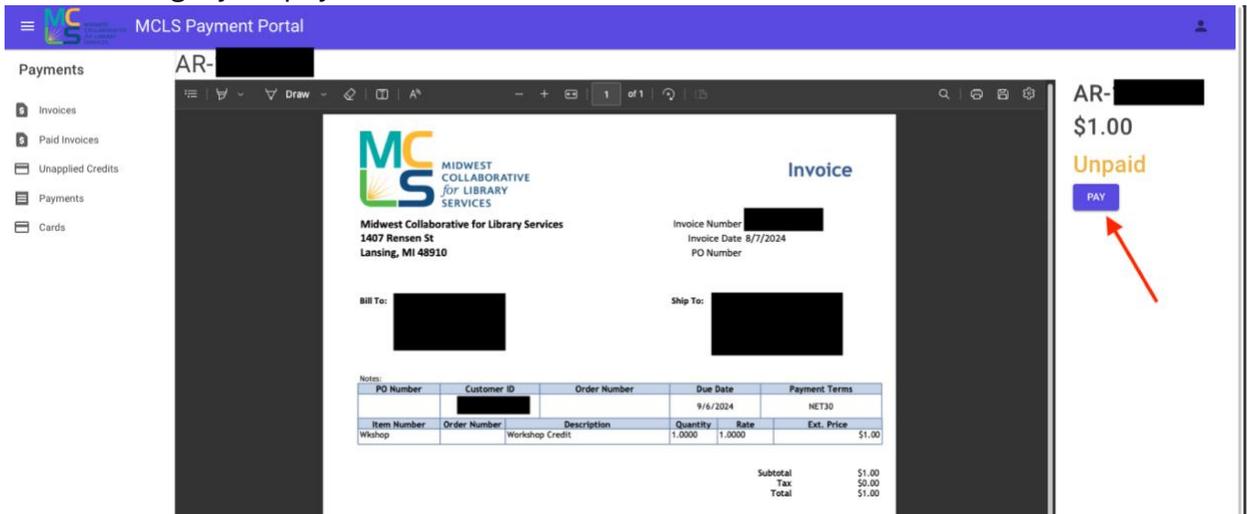
3. To pay an invoice, click on the invoice number.



This screenshot is identical to the one above, but with a red arrow pointing to the "AR" text that appears next to the invoice number in the table row.

	Invoice Number	Invoice Date ↑	Due Date	Total	Remaining	Status
<input type="checkbox"/>	AR [REDACTED]	8/7/2024	9/6/2024	\$1.00	\$1.00	UnPaid

- You'll be taken to a screen showing both the invoice and a Pay option. Click the Pay button to begin your payment.



- A pop-up will appear, allowing you to either select an existing payment method saved to your account or enter new payment details. Fill in the information with your credit card information and click Pay to pay the invoice.

