

## How to pay an ITEX member online

- Go the web sit [WWW.ITEX.com](http://WWW.ITEX.com)
- Click Sign in
- Enter your username and password, remember that these will be all one word and in lowercase.
- You should see your logo and contact information in the center of the page.
- Below the contact information should be 3 headers, Manage, History and Transactions.
- You will want to look below Transactions for the option to [perform a transaction](#), click on that and it will ask for the merchant ID: hit search and then you can enter the account # or name of the ITEX account you want to pay.
- It will then populate a list of members that match your search, make sure you ck the location to ensure it is the right member.
- Once you have located the correct member just click on the blue underlined link that is the merchant ID. Enter in the amount and the description of the service they provided.
- Hit continue and viola you have paid a member.