

How to use OpenText™ ePayments service as a signed in user

Changes have been made to [our ePayments service website](#)—read on for more details.

Background

The ePayments service provides a modern, user-friendly interface and a streamlined payment experience. It is PCI compliant, ensuring that payment information is handled in accordance with the highest security standards in the payment card industry.

ePay process

The process to pay an OpenText invoice online remains simple:

Step 1: Click the ePay link located at the bottom of your invoice or visit <https://epay.opentext.com>.

Step 2: Sign in using your OpenText Connect ID. If you do not have an ID, you can create one by following the **create an account** here link shown on screen.

More information about how to create an OpenText Connect account can be found in our [OpenText Connect FAQ \(PDF\)](#).

Click **Continue**.

Note: If you are already signed in, you will skip to Step 3.

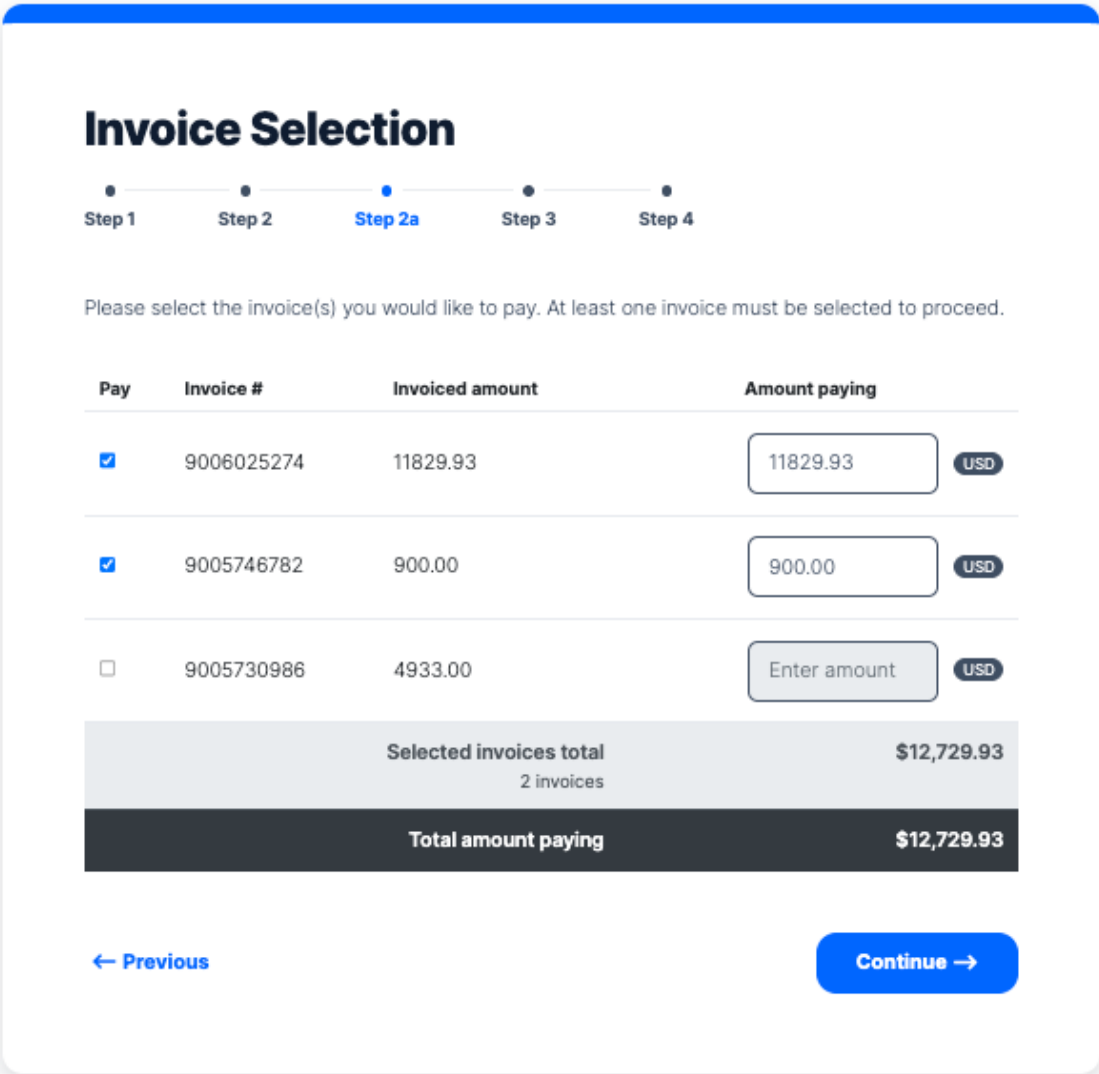
Step 3: Enter the additional contact information required, and your customer ID (if applicable).

Click **Continue**.

Step 4: Select the document type you want to process and enter the required information. This will further authenticate you as a human user and retrieve the correct document from our system.

Click **Continue**.

Step 5 (if applicable): If your business account has multiple invoices associated with it, the the Invoice Selection page will display (see example below). Otherwise, you will skip to Step 6.



Invoice Selection

Step 1 Step 2 **Step 2a** Step 3 Step 4

Please select the invoice(s) you would like to pay. At least one invoice must be selected to proceed.

Pay	Invoice #	Invoiced amount	Amount paying
<input checked="" type="checkbox"/>	9006025274	11829.93	<input type="text" value="11829.93"/> USD
<input checked="" type="checkbox"/>	9005746782	900.00	<input type="text" value="900.00"/> USD
<input type="checkbox"/>	9005730986	4933.00	<input type="text" value="Enter amount"/> USD

Selected invoices total **\$12,729.93**
2 invoices

Total amount paying **\$12,729.93**

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The document corresponding to the information you input on the previous page will be automatically selected. If that is the only document you wish to process, there is nothing more you need to do—just click **Continue**.

If you would like to process more than one document, click the checkboxes to select the other invoices and click **Continue**.

Note: If you previously accessed ePayments as a Guest, you may be unfamiliar with this page. The documents that display here are not necessarily tied to you personally, but rather to the business account associated with the invoice information you input. Displaying this information is possible when you sign in with an OpenText Connect ID.

Step 6: Enter your payment information, confirm the payment total and click the **I'm not a robot** CAPTCHA checkbox to authenticate as a human user.

When ready, click **Submit Payment**.

Step 7: Find the payment receipt in your email inbox.

Thank you for using the OpenText ePayments service. If you have further questions, [contact OpenText Customer Support by opening a case on the My Support Portal](#)

About OpenText

OpenText enables the digital world, creating a better way for organizations to work with information, on-premises or in the cloud. For more information about OpenText (NASDAQ/TSX: OTEX), visit opentext.com.

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