



Pay now function in six simple steps

Learn how to make direct payments on the customer portal.

Bank card processing may seem to be a complex process, but, in reality bank card processing for your business is very simple and an extremely beneficial process. It offers streamlined payments, advanced security and reduces the admin burden of reconciliations of accounts. Here is the entire step-by-step process.

1



Sign in to customer portal

1. To access the customer portal, go to <https://portal.sage.co.za>
2. Click on the drop-down menu, and select Payroll & HR Portal.
3. Enter your site code, email address and password.

2



Navigating the 'pay now' functionality

1. On **outstanding balance** tab on homepage, click **'pay your outstanding transactions'** now.

OR

2. Click on **My account** → **Account management** → **Transactions**.

3



Select the **date range of the invoices** you would like to view.

4



Click on the **'pay now'** hyperlink in the **action column** to start payment process.

5



You will be directed to **Netcash payment gateway** to select payment option and proceed with payment.

6



The status on the **action tab** relating to the invoice will be updated to reflect **'pending transactions'**.

Want to learn more?

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