# INFORMATION BULLETIN
# Digital Course Invoice Payment

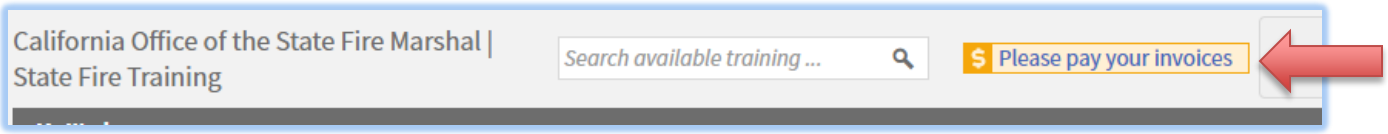
Published: June 2024

## OVERVIEW

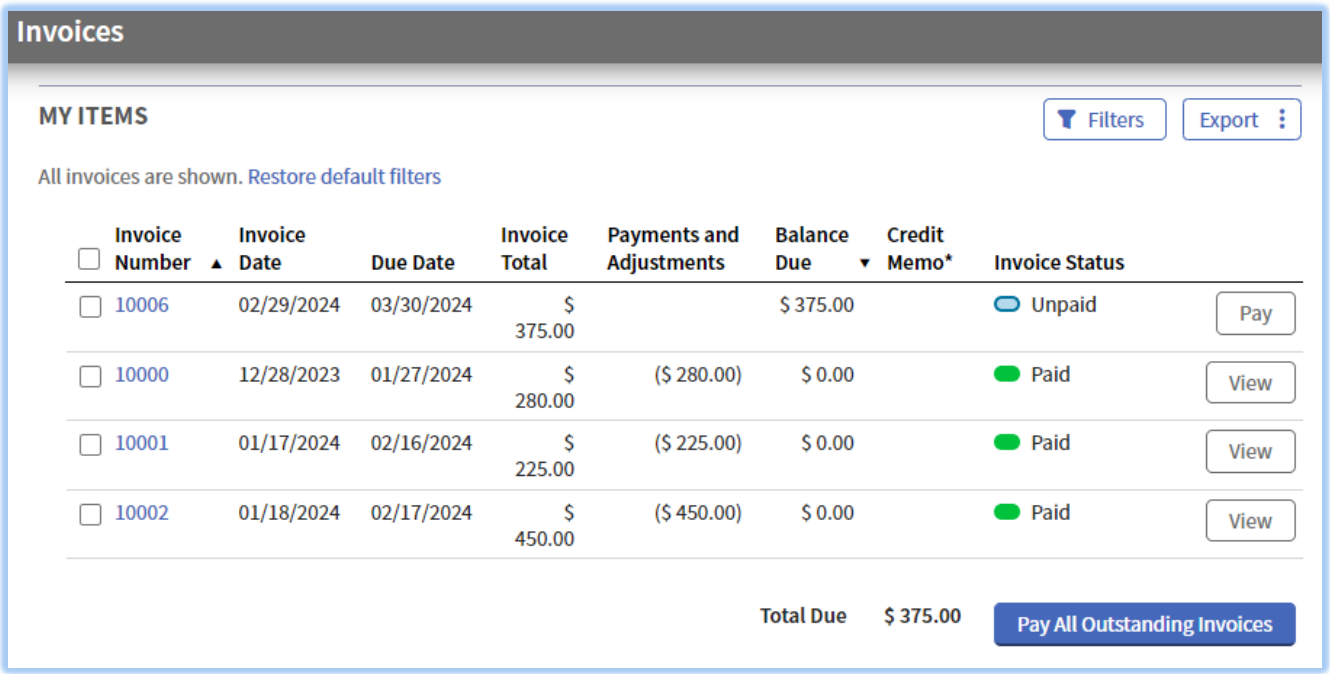
New features and enhancements have been activated on the State Fire Training (SFT) User Portal. This information bulletin shows instructors and agency administrative assistants how to electronically pay for course invoices. Beginning July 1, 2024, State Fire Training will generate all invoices using the new system.

## INVOICE PAYMENT VIA DIGITAL PAYMENT

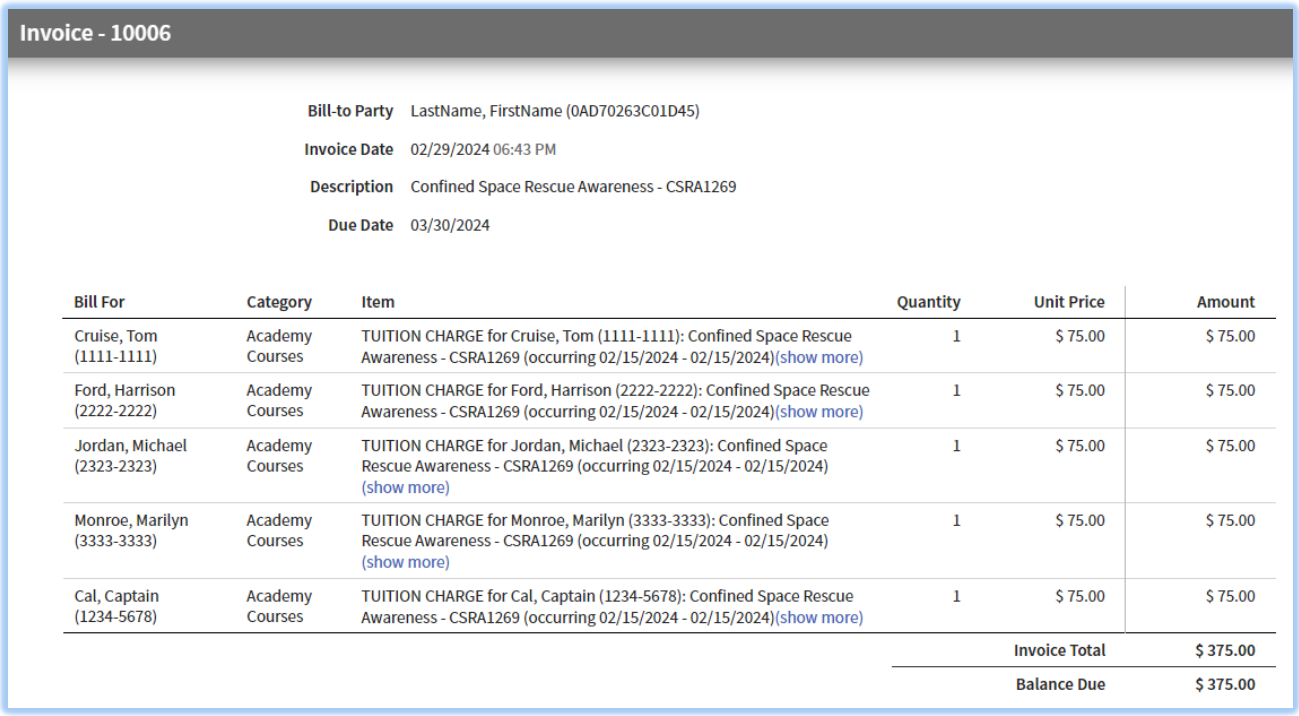
1. When assigned as the billing party, or as an administrative assistant for your agency/company with billing permissions, you will see a notification at the top right of the screen when you log into your account. Click on the notice to be taken to the invoices webpage.




2. Here you will see recent course invoices, their due date, total, amount paid, balance due, and status. Click on the invoice number to view a detailed screen showing more information about which course and students the invoice applies to.




*Example of Invoices Screen*



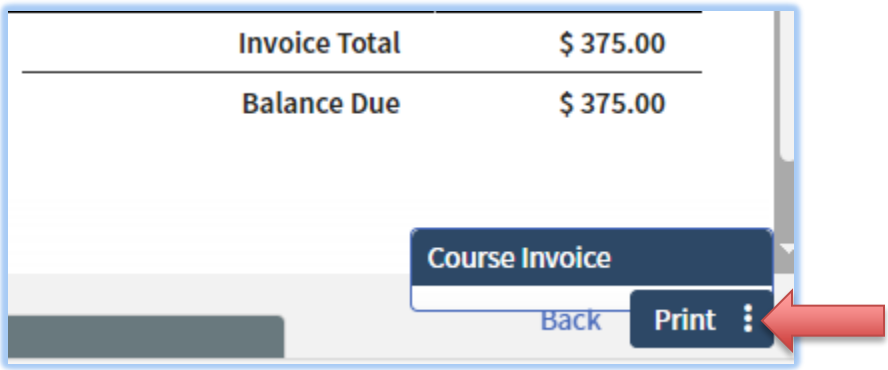
Invoice - 10006

Bill-to Party LastName, FirstName (0AD70263C01D45)
Invoice Date 02/29/2024 06:43 PM
Description Confined Space Rescue Awareness - CSRA1269
Due Date 03/30/2024

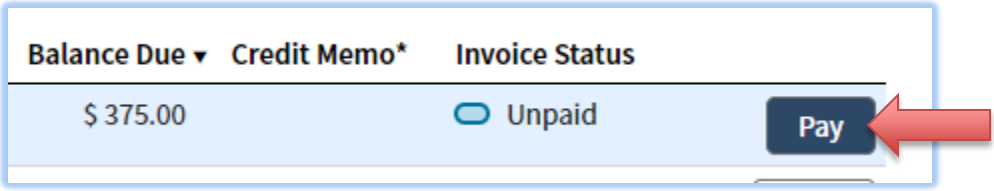
| Bill For | Category | Item | Quantity | Unit Price | Amount |
|---|---|---|---|---|---|
| Cruise, Tom (1111-1111) | Academy Courses | TUITION CHARGE for Cruise, Tom (1111-1111): Confined Space Rescue Awareness - CSRA1269 (occurring 02/15/2024 - 02/15/2024)(show more) | 1 | $ 75.00 | $ 75.00 |
| Ford, Harrison (2222-2222) | Academy Courses | TUITION CHARGE for Ford, Harrison (2222-2222): Confined Space Rescue Awareness - CSRA1269 (occurring 02/15/2024 - 02/15/2024)(show more) | 1 | $ 75.00 | $ 75.00 |
| Jordan, Michael (2323-2323) | Academy Courses | TUITION CHARGE for Jordan, Michael (2323-2323): Confined Space Rescue Awareness - CSRA1269 (occurring 02/15/2024 - 02/15/2024) (show more) | 1 | $ 75.00 | $ 75.00 |
| Monroe, Marilyn (3333-3333) | Academy Courses | TUITION CHARGE for Monroe, Marilyn (3333-3333): Confined Space Rescue Awareness - CSRA1269 (occurring 02/15/2024 - 02/15/2024) (show more) | 1 | $ 75.00 | $ 75.00 |
| Cal, Captain (1234-5678) | Academy Courses | TUITION CHARGE for Cal, Captain (1234-5678): Confined Space Rescue Awareness - CSRA1269 (occurring 02/15/2024 - 02/15/2024)(show more) | 1 | $ 75.00 | $ 75.00 |
| | | | | Invoice Total | $ 375.00 |
| | | | | Balance Due | $ 375.00 |

*Example of Invoice Details Page*

3. At the bottom right of the screen you can select the “Print” button and then "Course Invoice." This will generate a PDF invoice that can be used for your records and billing purposes.




4. The unpaid invoice has a "Pay" button to the right. Click this button and the payment processing screen will display.



5. Enter the required payment information on the next screen and click on “Submit.” Note, a 2.3% processing fee is applied to all card payments and currently, there is no fee for eCheck payments. After processing the payment, you will see a success notification at the top right of the screen and an emailed receipt will automatically be sent to the email entered on the payment popup screen.

## HOW TO PAY BY MAIL

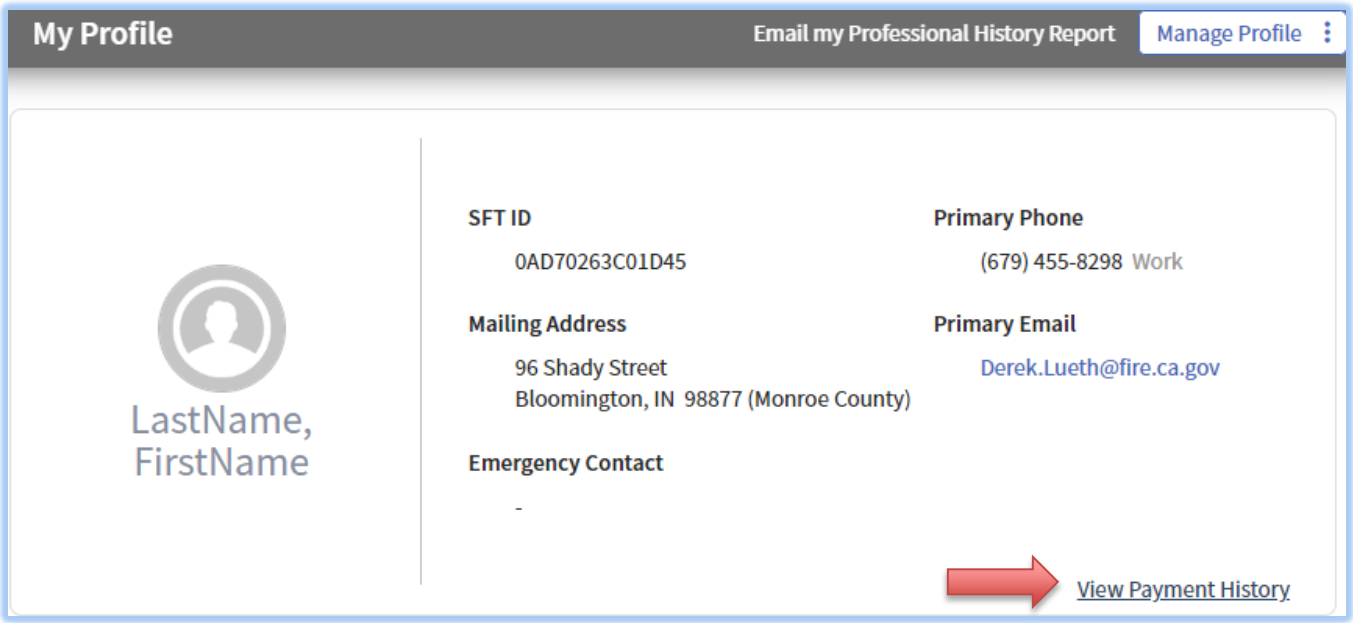
Agencies and Instructors may continue to mail in course payments, however, mailing and processing time frames do apply, and diplomas will not be available until payment for course registration has been received and paid in full.

To pay by mail, first access the “Invoices” screen by following the above instructions and printing the “Course Invoice” as demonstrated in step three. The invoice will include a section at the bottom with the course information that can be detached and included with your check or money order (do not mail cash). Mail the payment and invoice stub to:

SFT Course Payments
PO Box 944246
Sacramento CA 94244-2460

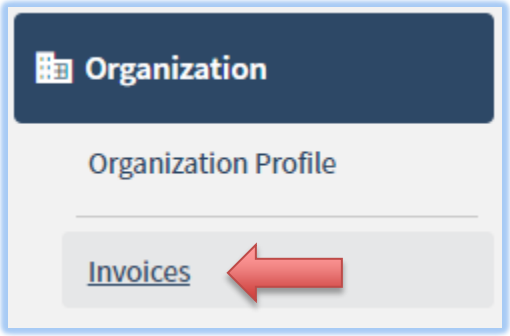
## HOW TO VIEW PAST INVOICES

Select “View Payment History” on your profile homepage:

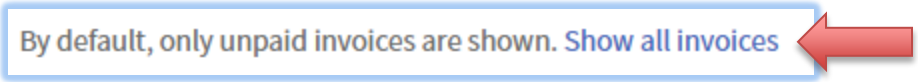


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If you have permission to see invoices for your agency, you may also find them from the left-hand menu under “Organization” and then “Invoices.”




If you do not see past invoices, you may need to change your filters by clicking on “Show all invoices:”




## CONTACT

For additional assistance with returning a course or paying for a course, submit questions to SFTHelpDesk@fire.ca.gov.