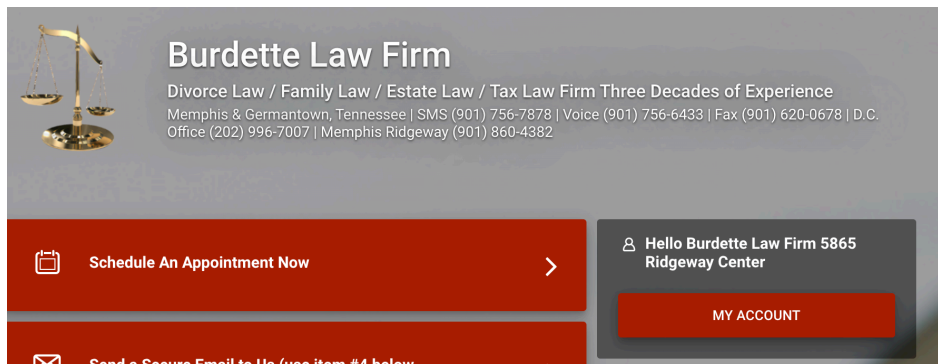


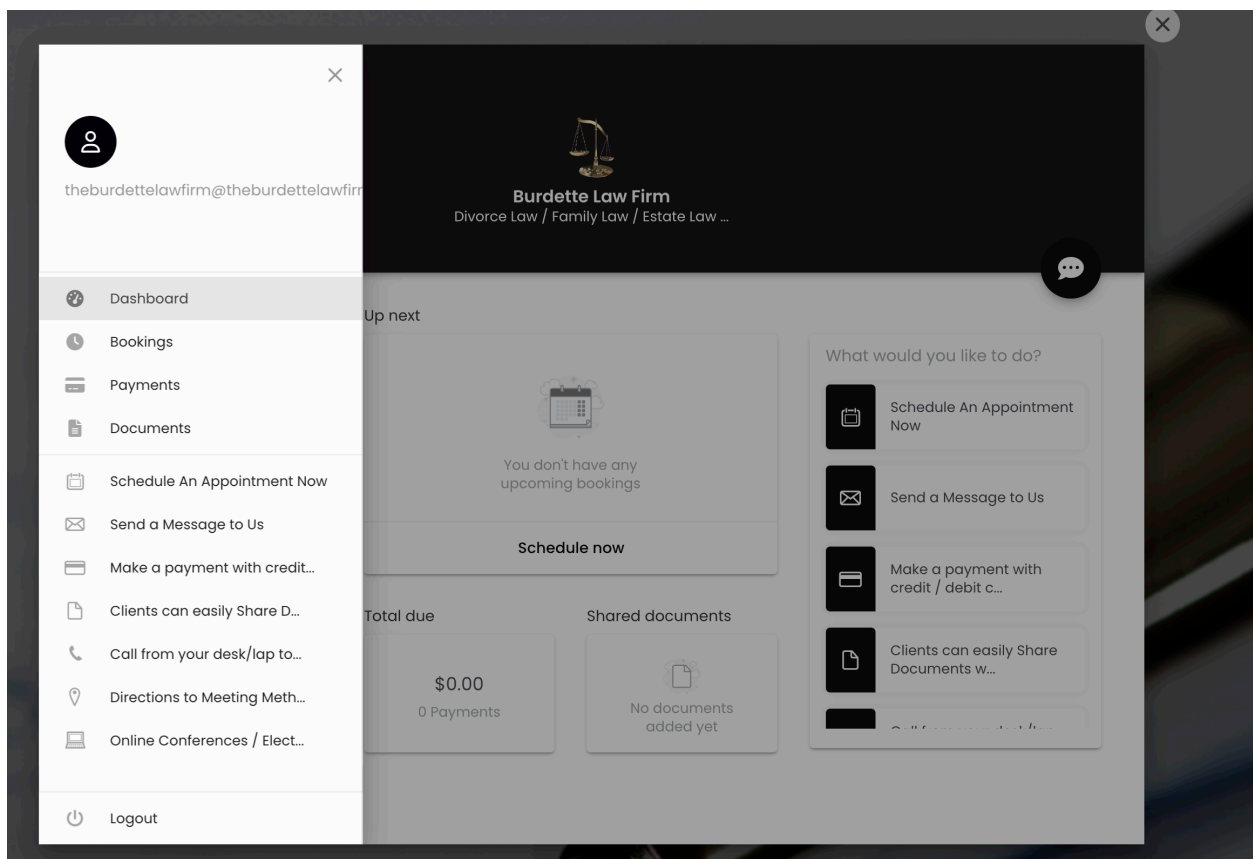
# Making partial payments or non-invoiced payments on the Burdette Law Portal.

If you are having problems convincing the portal to accept the amount you want to pay, this may be the problem

Odds are you are using Google Chrome as your web browser. Chrome, and now many other browsers will keep your login credentials and automatically log you in to websites you have previously used. For example, when I open the portal page for Burdette Law, I see that it knows who I am —



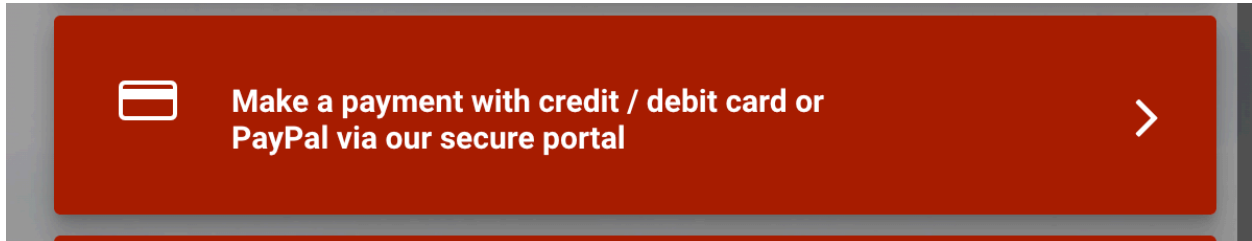
And it says hello to me as Burdette Law. We all know that computers are pretty stubborn and single minded. So if I try to do anything other than what the software wants to see — like make a payment that is not exactly as invoiced, I'll probably run into a problem.



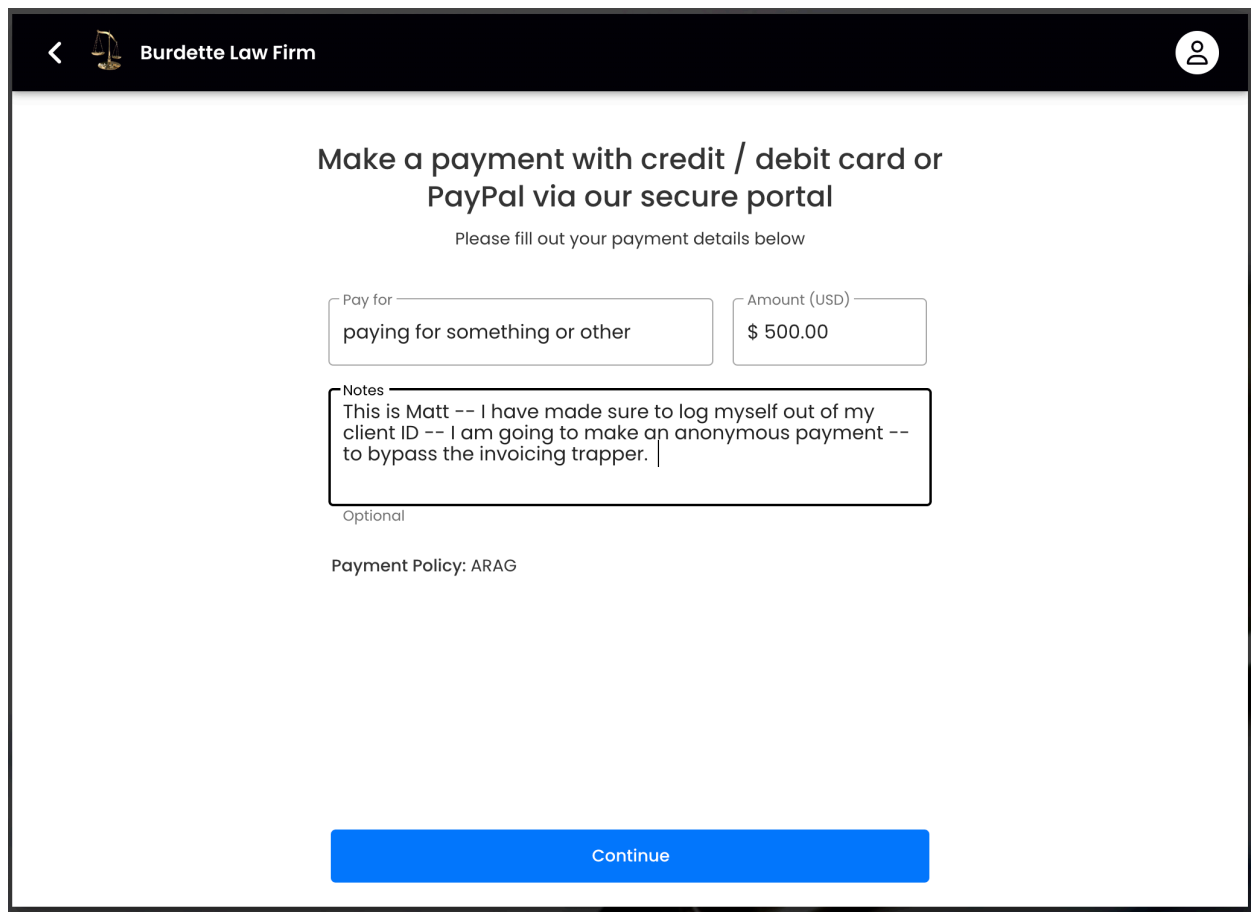
So, let's see if we can play a little trick, a little end run on the computer.



Click the red button you see above that says MY ACCOUNT

When you do, your desktop / laptop / tablet will show you something like the black / white screen above. Check where it says Logout on the lower left of the page. Let's click it and log out of the portal — we'll become anonymous.



Then let's go back to the main portal page and click the menu item just below the top that says Make a payment...



<  Burdette Law Firm 

### Make a payment with credit / debit card or PayPal via our secure portal

Please fill out your payment details below

Pay for

Amount (USD)

Notes  
This is Matt -- I have made sure to log myself out of my client ID -- I am going to make an anonymous payment -- to bypass the invoicing trapper. |

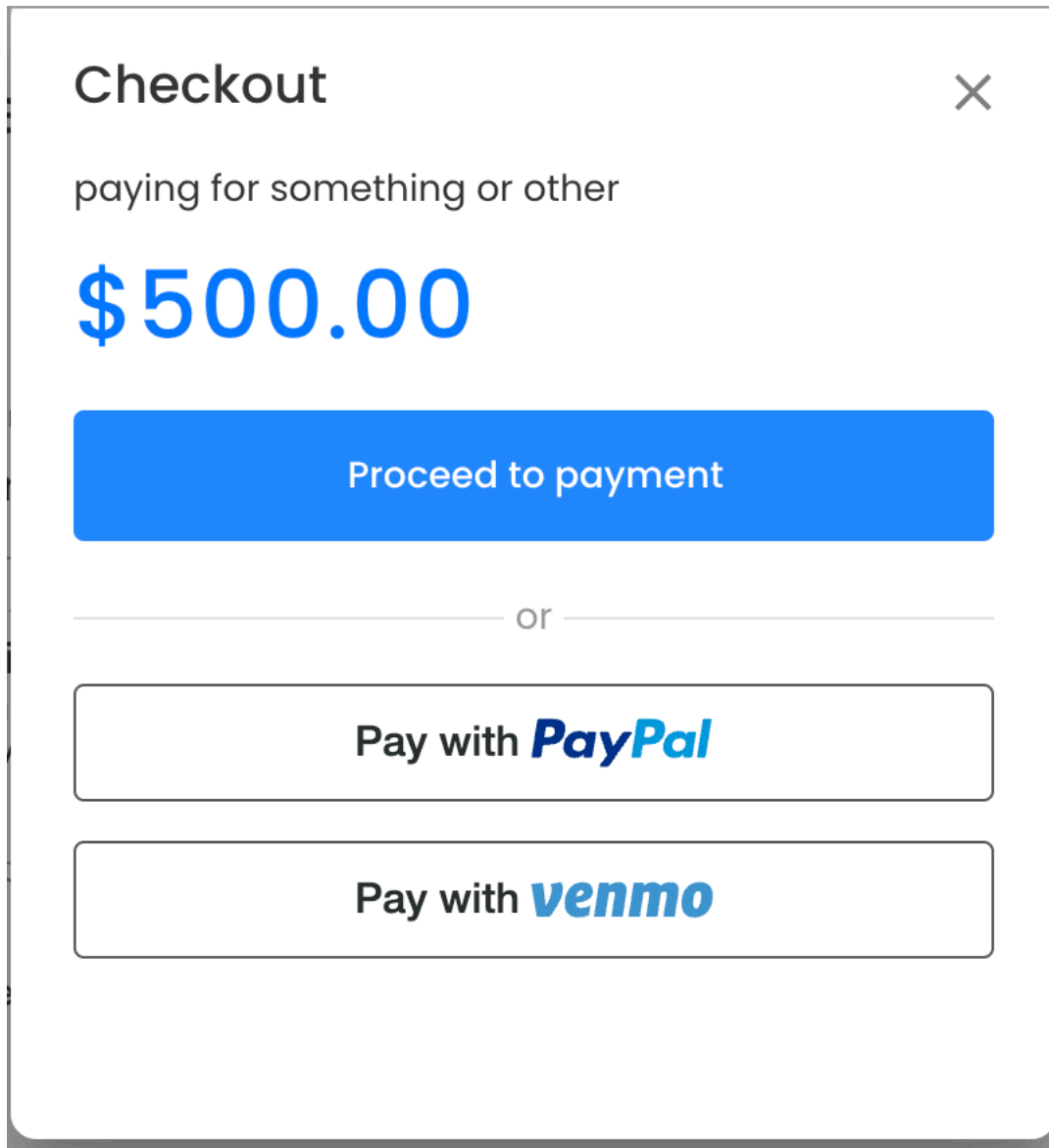
Optional

Payment Policy: ARAG

Continue

When we we click this second red button above, we see this screen with the blue button. We — do not — want to enter an invoice number, we simply want to tell the portal we're paying for something - how much we're paying and write a note in the Notes section that identifies who


we are and what we're doing. This part is very important. It lowers the confusion level so we can manually get your payment correctly and accurately applied to your account — our big clue / help in the process is the ID you give us about who the money came from.



The image shows a checkout interface. At the top left is the word "Checkout" and at the top right is a close button (an 'X'). Below this, it says "paying for something or other". The amount "\$500.00" is displayed in large blue font. There is a prominent blue button labeled "Proceed to payment". Below this button, the word "or" is centered between two horizontal lines. Underneath are two white buttons with rounded corners: "Pay with **PayPal**" and "Pay with **venmo**".

You'll see this screen above. In a lot of instances, my personal choice for making a payment is Paypal. The reason is that it adds another layer of security to my debit or credit card. Paypal is usually very responsive to protecting you as a consumer. A bank or card company that farms out its processing to a third party may not treat you as well. This is my opinion - I am by no means an expert in payment processing. You may have complete valid reason that lead you to a 180 degree different conclusion.

If you want to use a debit or credit card - Visa / MC / AMEX / Discover / please click the blue button that reads — Proceed to payment and see the screen below —

Buy with 

OR

Personal Information


Email


anyemailwant@yahoo.com

Payment Information

Name on Card

Matt-testpaymentaccount

 4444 4420 2400 0000 12/23 CVV

 Enter a valid card number.


Order Details

1 x paying for something or other \$500.00

**Total \$500.00**

[Place Order](#)

By continuing, you agree to the [Square Privacy Policy](#).

  
Powered by Square  
[Privacy Policy](#)

You should see the screen above. We should be a few steps beyond our portal ID processing now, so you should be able to enter your email address without pulling up the info you're trying to avoid.

Once you enter your card number (notice it's check sum verified to see that the card number is valid, the exp date and the CVV security code all match) then hit the green place order button and it should all be done.

That should do it.

Let us know if you have any problems. Worst case is you put the card info on a doc and place it directly into your file on our portal — or — call us and read off the card info the old fashioned way.

Thanks for your patience and efforts.

Matt - non-attorney - Burdette Law