



ONLINE PAYMENT



MEDIA INTEGRATION
Online Business Development

The QUICK STEPS

STEP 1	Go to: http://www.mediaintegration.ca/projects/ to access Business System. Enter the username and password provided to you by Media Integration from the welcome email.
STEP 2	Click on "Invoices"
STEP 3	Click on the invoice(s) you would like to pay
STEP 4	Click on "ViaPayPal" Button, located on the upper left corner of the screen
STEP 5	Window will pop open, click on "Pay Invoice"
STEP 6	Choose to pay using a PayPal account or just a credit or Visa Debt Card
STEP 7	If paying without a PayPal account, fill out the form shown
STEP 8	Click on "Return to Merchant"

Below this page you will see the same steps with pictures that will walk you through the process step-by-step. Additionally, you can watch a short video to help you get started quickly.

[Click here to watch the short guide video](#)

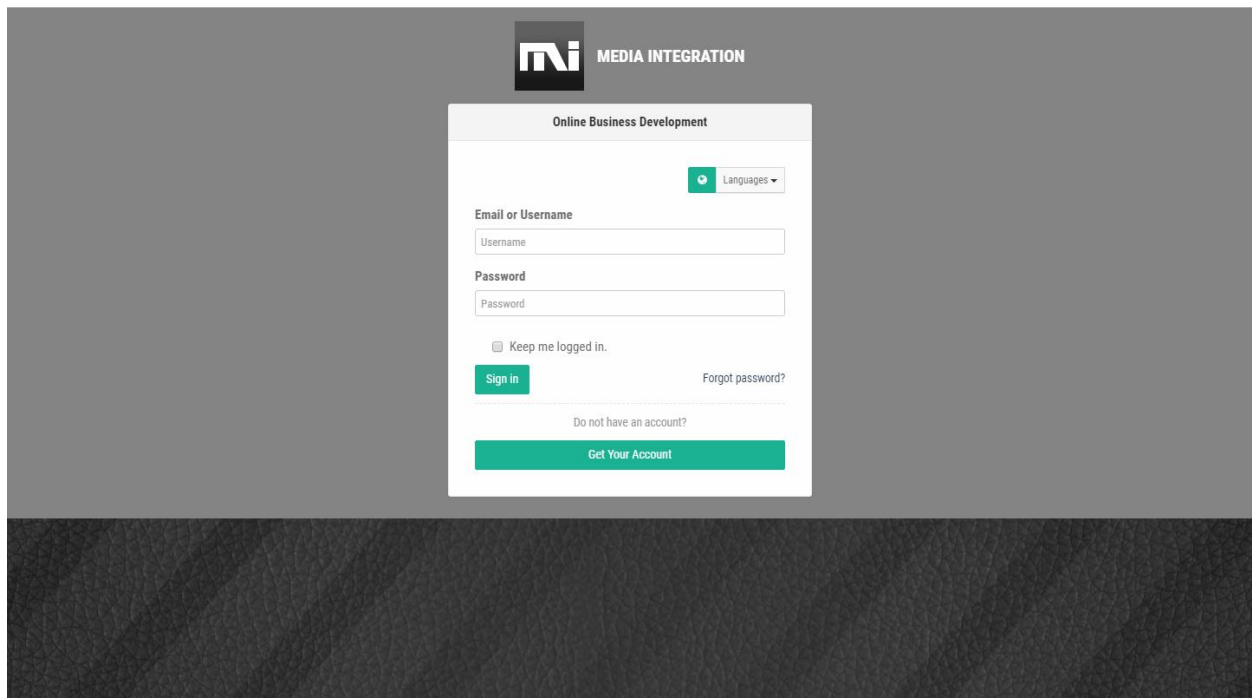
STEP 1: How to log into system

You should have already received access information from our online Business Management System. To log into the system, do the following

Go to: <http://www.mediaintegration.ca/projects/>

Username: {Enter your Email Address}

Password: miClient_000



The screenshot shows the login interface for the Media Integration Online Business Development system. At the top, the 'mi MEDIA INTEGRATION' logo is displayed. Below it, the title 'Online Business Development' is centered. A language selection dropdown menu is located in the top right corner of the login form. The form contains two input fields: 'Email or Username' (with a placeholder 'Username') and 'Password' (with a placeholder 'Password'). Below these fields is a checkbox labeled 'Keep me logged in.' and a green 'Sign in' button. To the right of the 'Sign in' button is a link for 'Forgot password?'. Below the 'Sign in' button is a link for 'Do not have an account?' and a green 'Get Your Account' button. The background of the page is a dark, textured grey.

STEP 2: Click on “Invoices”

The screenshot shows the MEDIA INTEGRATION dashboard. On the left sidebar, the 'INVOICES' menu item is highlighted with a red arrow. A callout box with the text 'Click in either spots to access invoices' points to the 'INVOICES' menu item and the 'OUTSTANDING \$0.26' card. The dashboard displays various financial metrics: OUTSTANDING (\$0.26), EXPENSES (\$100.00), PAID AMOUNT (\$0.00), and TICKETS (0). It also shows progress bars for Project Cost and Online Business Development, and a summary of 1 Reported Bug, 0 Complete Projects, 0 Unread Messages, and 0 Tickets. A 'Payments' section shows a 0% paid status for an invoice amount of \$0.26. Recent activities are listed at the bottom.

STEP 3: Click on invoice you wish to pay

The screenshot shows the MEDIA INTEGRATION dashboard with the 'Invoices' section selected. The 'Filter By' dropdown is set to 'Invoices'. The 'Show' dropdown is set to '25' entries. A search bar is present. The table lists one invoice: INVO025, Client Name: ABC Company, Status: Not Paid, Deadline: 27-12-2017, Amount: \$0.25, Due Amount: \$0.26. A red arrow points to the 'INVO025' entry. The table footer shows 'Showing 1 to 1 of 1 entries' and pagination controls (First, Previous, 1, Next, Last).

STEP 4: Click on “Via PayPal”

The screenshot shows the Media Integration software interface. A sidebar on the left contains navigation links: HOME, PROJECTS, MESSAGES, INVOICES (highlighted), ESTIMATES, PAYMENTS, EXPENSES, TICKETS, and NOTES. The main area displays an invoice for INV0025, dated 27-11-2017, with a due date of 27-12-2017. The invoice status is "Not Paid". Two callout boxes provide instructions: one points to the "Via PayPal" button and states, "Click Via PayPal to make an online payment. Don't worry if you don't have a PayPal account. You don't need one to proceed." The other points to the "PDF" button and states, "Click this button to make a PDF version of your invoice for your records". The invoice details include "Bill To: ABC Company" and "Received From: MI-Media Integration". A table below lists the items, showing a "TEST ITEM" with a total of \$0.26. A footer note says, "Please make all payments payable to Media Integration".

Click Via PayPal to make an online payment. Don't worry if you don't have a PayPal account. You don't need one to proceed.

Click this button to make a PDF version of your invoice for your records

INV0025 7D

Invoice Date: 27-11-2017
Next Recur: 03-01-2018
Payment Due: 27-12-2017
Payment Status: Not Paid

Bill To:
ABC Company
Address: 123 Apple Land Dr.
Winnipeg
Canada
Phone: 204-997-2486

Received From:
MI-Media Integration
Address: 366 Oakland Ave
Winnipeg, R2G 0B3
Canada
Phone: (204) 997-2486
Company VAT: #856090493RT0001

Item Name	Description	Qty	Tax Rate	Unit Price	Tax	Total
TEST ITEM	THIS IS A TEST ITEM	1	0.0%	\$0.25	\$0.00	\$0.25
Sub Total						\$0.25
Tax 1 (5.0%)						\$0.01
Due Amount						\$0.26

Please make all payments payable to Media Integration

STEP 5: Click on “Pay Invoice”

The screenshot shows the Media Integration software interface with the "New Payment" dialog box open. The dialog box contains the following information: "Your payment will be processed via PayPal!", "Ref No: INV0025", "Due Amount (\$): 0.26", and "Amount (e.g 1200): 0.26". Below this information are logos for American Express, Discover, Mastercard, and PayPal. A red arrow points to the "Pay Invoice" button. The background shows the same invoice (INV0025) as in the previous screenshot.

New Payment

Your payment will be processed via PayPal!

Ref No: INV0025

Due Amount (\$): 0.26

Amount (e.g 1200): 0.26

Close Pay Invoice

INV0025 7D

Invoice Date: 27-11-2017
Next Recur: 03-01-2018
Payment Due: 27-12-2017
Payment Status: Not Paid

Bill To:
ABC Company
Address: 123 Apple Land Dr.
Winnipeg
Canada
Phone: 204-997-2486

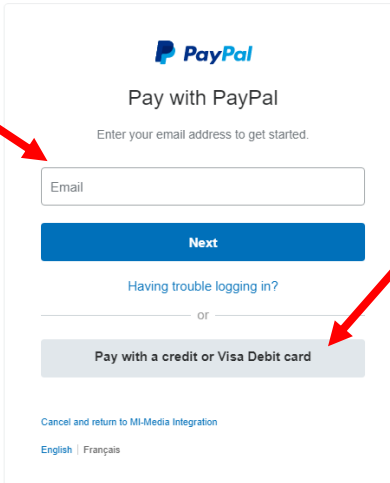
Received From:
MI-Media Integration
Address: 366 Oakland Ave
Winnipeg, R2G 0B3
Canada
Phone: (204) 997-2486
Company VAT: #856090493RT0001

Item Name	Description	Qty	Tax Rate	Unit Price	Tax	Total
TEST ITEM	THIS IS A TEST ITEM	1	0.0%	\$0.25	\$0.00	\$0.25
Sub Total						\$0.25
Tax 1 (5.0%)						\$0.01
Due Amount						\$0.26

STEP 6: No Paypal? No Problem

Have PayPal

If you have a PayPal Account, fill out your Email and press Next. Follow along with the process as PayPal instructs.



The image shows a PayPal login interface. At the top is the PayPal logo and the text "Pay with PayPal". Below this is the instruction "Enter your email address to get started." followed by an "Email" input field. A red arrow points from the "Have PayPal" box to this input field. Below the input field is a blue "Next" button. Another red arrow points from the "Don't Have PayPal Account" box to the "Next" button. Below the "Next" button is a link "Having trouble logging in?". Below this is a horizontal line with "or" in the center. Below the line is a grey button labeled "Pay with a credit or Visa Debit card". A red arrow points from the "Don't Have PayPal Account" box to this button. At the bottom of the form are two links: "Cancel and return to MI-Media Integration" and "English | Français".

Don't Have PayPal Account

Click on "Pay with a credit or Visa Debit Card"

[Privacy](#) [Legal](#)

STEP 7: Fill out the form

The screenshot shows the PayPal payment interface. At the top, the Media Integration logo and the PayPal logo are visible, along with the amount \$0.26 CAD. The main heading is "Pay with credit or Visa Debit card". Below this, there's a note: "We don't share your financial details with the merchant." The form includes fields for Country (Canada), Card number, Expires, CVV, First name, and Last name. There's a section for Billing address with fields for Address line 1, Address line 2, City, Province, and Postal code. A checkbox "Ship to my billing address" is checked. Under the Shipping section, there's a dropdown for "Select a shipping method". The Contact Information section includes fields for Phone type (Mobile), Phone number (+1), and Email. A checkbox for "I confirm that I have agreed to PayPal's Privacy Policy" is present. A blue "Pay Now" button is at the bottom. The footer contains links for "Cancel and return to M-Media Integration", "Policies", "Terms", "Privacy", "Feedback", and "English".

If all went well and your payment was approved, you will see the following confirmation screen

The screenshot shows the PayPal payment confirmation screen. At the top, the Media Integration logo and the PayPal logo are visible. The main heading is "You paid \$0.26 CAD to M-Media Integration". Below this, there's a section for "Paid with" showing a MasterCard logo and the amount \$0.26 CAD. There's a note: "This transaction will appear on your statement as PAYPAL MEDIA INT". The "Shipped to" section shows a blue box. The "Purchase details" section shows the receipt number and the email address mediaintegration@hotmail.com. The "Merchant details" section shows the company name M-Media Integration and the email address customerservice@mediasintegration.ca. A blue "Return to Merchant" button is at the bottom. The footer contains links for "Policies", "Terms", "Privacy", "Feedback", and "English".

Return to Merchant

Click on this button to return to the Business Management System.

Once you have click on the “Return to Merchant” button from the pervious step, you will visually see that your outstanding balance has been updated.

