

Paying Invoices FAQ

DO I HAVE TO CREATE A SPORTSENGINE ACCOUNT BEFORE I CAN PAY AN INVOICE?

No. You are not required to create an account. However, there are benefits to creating an account such as seeing a history of your payments. If you create an invoice at a later date, that information will be available if it is tied to a single email address.

WILL MY LINKED ACCOUNTS RECEIVE A COPY OF THE INVOICE?

No. Only the primary account email will receive the invoice. You can forward the invoice to someone else to pay it if needed.

CAN I PAY AN INVOICE VIA A SWIPE MACHINE?

At this time there is not an integration to a point-of-sale device or swipe machine.

CAN I FORWARD A PAYMENT EMAIL TO SOMEONE ELSE?

Yes! An invoice can be paid by anyone who has the invoice email. A SportsEngine account is NOT required to pay an invoice.

HOW DO I USE AN INVOICE DISCOUNT CODE?

There will be a field on the invoice that says "Discount Code." Input the code that your organization gives you and click **Apply**.