

# How Do I Apply a Discount to an Invoice?

**NOTE:** This article is about applying discounts to an Invoice, *not* to a registration fee.

Discounts are provided by your organization to be applied to an invoice bill. You will apply the discount in your cart before reaching checkout.

- The discount will be applied in its entirety when a payment is made in full.
  - The discount will be applied and distributed across all scheduled payments when a payment term is selected.
  - You cannot add a discount code once an initial payment has been made.
1. [Sign in](#) and go to your [Bills](#) tab of your dashboard.
  2. Select the **Invoice #** or click **Make a Payment**.
  3. Select whether you would like to use a **Payment Plan** or **Pay in Full**.
  4. Enter the discount code.
  5. Click **Proceed to Checkout**.

6. Enter your payment method.

7. Click **Pay \$x.xx**.

## Related Information

- [How Do I Apply a Discount Code to a Registration Fee?](#)

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