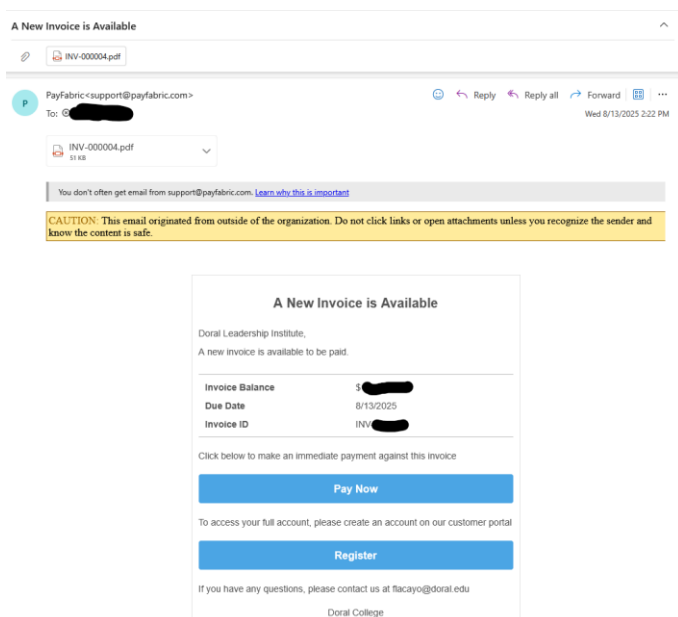


# Step-by-Step: How to Make Your Payments through PayFabric

PayFabric makes it easy to pay off any outstanding invoices you may have straight to the College. This step-by-step guide will inform you how to access your PayFabric Customer Portal and make payments.

## Part 1: Accessing the Customer Portal

When you receive an invoice, you will receive an email that looks like this:



This email contains a PDF file with the full invoice, and two buttons.

You can click the **Pay Now** button to immediately make a payment on the invoice, or you can click **Register** to create an account on the customer portal.

## Create Account

Provide your e-mail and desired login information to complete the account creation process

**E-mail**

**User Name**

**Password**

**Confirm Password**

**Register**

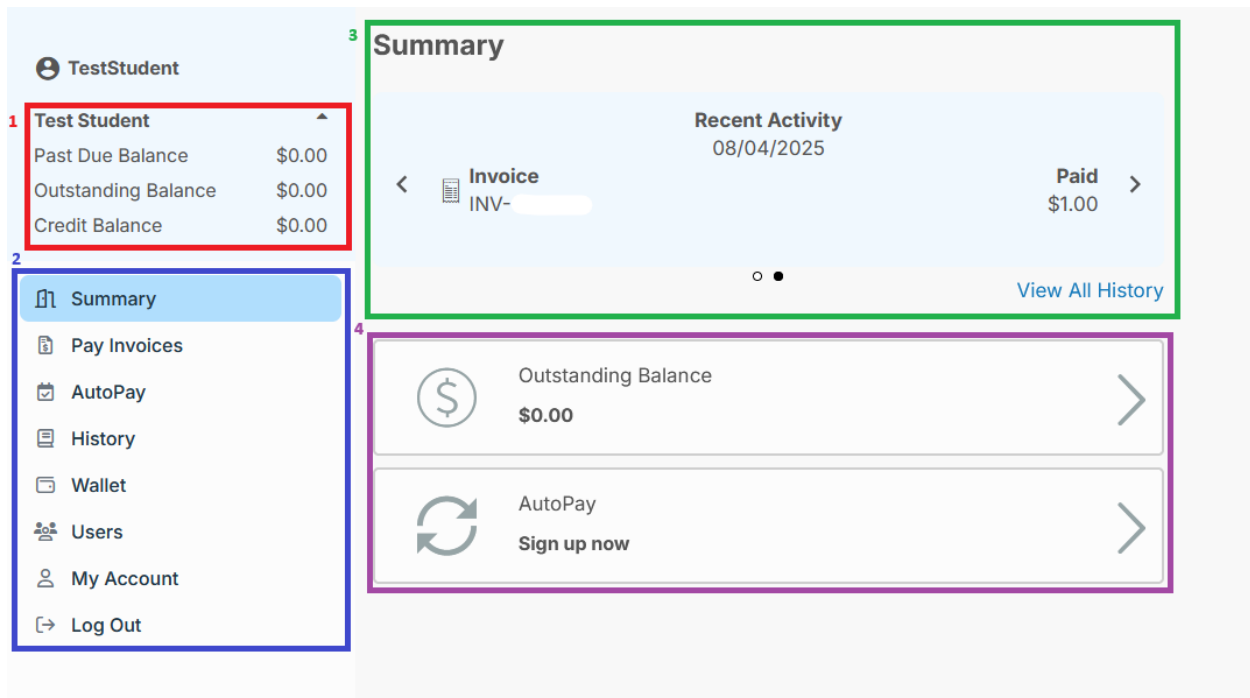
**Cancel**

From this screen, you will be able to create your customer account. Make sure to pick a username and password that you will remember, and that the email address is the same address from which you received the invoice!

Once you have created your account, you can log in to your customer portal using your username and password at this link:

<https://www.payfabric.com/customerportal/doralcollege>

## Part 2: Using the Customer Portal



When you log into the customer portal, you will land on a page similar to this. The customer portal has several useful tools and menus, organized into these four boxes:

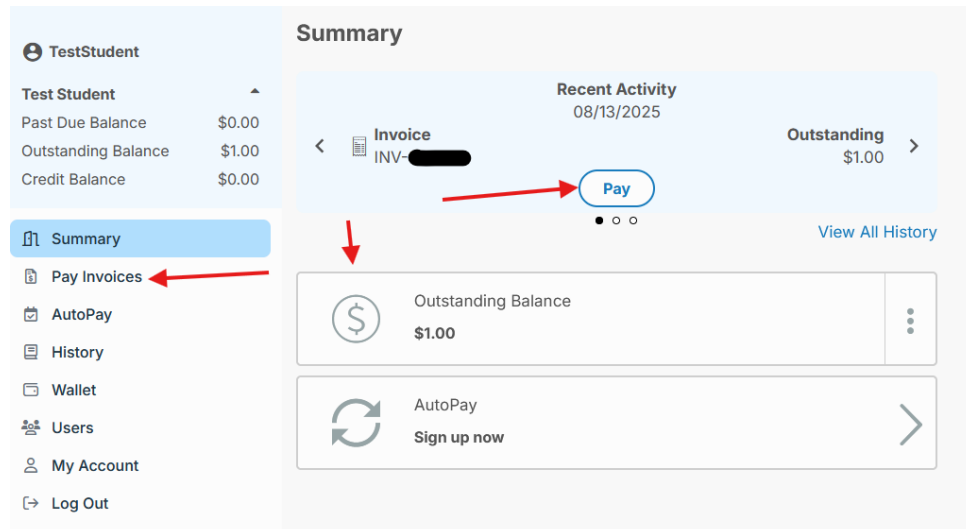
1. Is your balance summary, informing you of any past due or outstanding balances you may have, or any credit balance you may have on your account.
2. Is the menu, which gives you various options of what to view:
  - a. *Summary* is the main landing page, which provides you a quick summary of any outstanding balance and invoices, as well as allowing you to set up AutoPay.
  - b. *Pay Invoices* allows you to see all outstanding invoices you currently have, and allows you to pay them as you would like.
  - c. *AutoPay* allows you to set up PayFabric's AutoPay feature, which will automatically pay any outstanding balance you may have on a monthly basis, with the payment method of your choice.
  - d. *History* shows you a history of all payments and invoices on your account, so you may keep track of and save information on any invoices you have had and any payments you have made.
  - e. *Wallet* stores all payment methods you have saved onto your Customer account.

- f. *Users* allows you to designate new users who can access your account. You simply have to fill out the user's name, email address, and *permission* you would like them to have, and they will receive an email inviting them to your Customer Portal. The available permissions are:
    - i. *Full Access*, which will give the user full access to your Customer Account, allowing them to make payments, add or remove payment methods, set up AutoPay, and manage users. *Be careful about giving anybody this level of access! This should be reserved for people you trust wholly with your invoices and payments; users with this level of access could remove you from your account!.*
    - ii. *View & Pay*, which will allow the user to view your account information and make payments, but not manage users. *This is good for enabling other users, such as family members, to make payments on your behalf without allowing them to change your account details or access.*
    - iii. *View Only*, which will only allow the user to view your account information. *This is good for users you trust to see your payment information and invoices, but not to make payments on your behalf.*
  - g. *My Account* gives you information about your User Account, allowing you to add/edit your name or email address. You can also reset your password if so desired.
  - h. *Log Out* will log you out of the Customer Portal. It is highly recommended you do this every time you exit the Customer Portal to protect your sensitive information.
- 3. *Is the Summary*, which will give you a quick summary on recent activity (payments, invoices, etc.), allowing you to take a quick look at any recent outstanding invoices or past payments.
  - 4. *Are cards* you view your current outstanding balance and AutoPay info. You can click either card to go to the relevant page in your portal (Outstanding Balance takes you to *History*, while AutoPay will take you to *AutoPay*).

## Part 3: Paying Your Invoice

Paying any outstanding balance on PayFabric is easy. If you decide not to set up AutoPay, just follow these steps:

1. Log into your user account on the Customer Portal at <https://www.payfabric.com/customerportal/doralcollege> (anybody who has *View & Pay* or *Full Access* permissions on your customer account can log in and make a payment)
2. Click on the *Outstanding Balance* card or the *Pay Invoices* item on the menu to go to the *Pay Invoices* page. You can also click on the “Pay” button on the outstanding invoice in the “Recent Activity” card. If you click “Pay” from the recent activity card, you will be taken directly to the payment screen to pay off the full balance of the invoice, seen in Step 4.



3. On the *Pay Invoices* page, you can input exactly how much of each outstanding invoice you would like to pay, pay the whole balance on an invoice by clicking the box next to “Pay” on any one invoice, or click the “Pay All Invoices” button to pay the full balance of every outstanding invoice. Once you are ready to pay, click “Continue to Pay” at the bottom right of the screen.

## Pay Invoices

Click here to pay the full balance of all outstanding invoices

☐ Pay All Invoices

Export

Edit View

Invoice ID	Invoice Date	Due Date	Invoice Amount	Balance	Payment
INV- [REDACTED]	08/13/2025	08/14/2025	\$1.00	\$1.00	<input type="checkbox"/> Pay \$ 1.00

1 of 1

Click here to pay a single invoice's balance in full

Click and type here to pay off a specific amount of an invoice balance, such as \$0.50

Total \$1.00

Continue to Pay

- From here, enter your payment information, ensure that everything is correct, and click “Confirm and Pay”. *Note: You can check the box next to “Save for later use” to save your payment information to your account, meaning you won’t have to input your payment information every time. This means anybody with “View & Pay” or “Full Access” will be able to use that payment information as well, so be careful!*

### Payment

Description	Amount
Invoice Total ^	\$1.00
INV- [REDACTED]	\$1.00
<b>Total</b>	<b>\$1.00</b>

Notes [Add Notes](#)

#### Payment Method

Card Number

Expiration Date   CVC

Card Holder Name

☐ Save for later use

Country

Street Address

City  State/Province  Zip/Postal Code

**Confirm & Pay \$1.00**

5. You're all done! You can download your payment receipt, return to your summary page, and log out knowing that we have received your payment.