

# Pay Invoice in ACSA Portal

5 Steps 

Log in to [payments.acsa.org](https://payments.acsa.org)

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## STEP 1

### Click on an invoice to view details

**Search Criteria**

Invoice Number*	Member Name*	Member Id*
Last 4 digits SSN*	Payment Status* Open 	<b>Submit</b> <b>Reset</b>

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Invoice No.	Inv Date	Due Date	Amt. Due	Payment Status
INV000027214	4/11/2025	4/11/2025	\$225.00	Open
<b>ACSA-0000001421</b>	4/11/2025	4/11/2025	\$135.83	Open

## STEP 2

Review your invoice details to ensure you are paying the correct amount per member. If you are not paying for a particular member, deselect the checkbox next to their name. The Invoice Payment amount will adjust based on the changes you make in the portal interface.

Please note that the district and members below are fictional. No personal information has been shared.

### Consolidated Invoice List

#### Consolidated Member Information Update

Name	California School District	Date	04/11/2025
Address	1029 J St, SACRAMENTO, CA, United States, 95814	Consolidated Invoice #	ACSA-0000001421
		Invoice Due	\$135.83
		Invoice Payment	\$ <input type="text" value="60.83"/>

#### Member Billing

<input checked="" type="checkbox"/>	Customer	Invoice #	Amt. Due	Amt. to Pay	Status	Opt Out Reason
<input type="checkbox"/>	Layer, Sho ACSA Member # CON - 12021153 Last 4 SSN 7894	INV000027213 Terms 12-Pay Funding District Paid	\$75.00	\$ <input type="text" value="0.00"/>	Open	Select Reason Please select Opt Out Reason
<input checked="" type="checkbox"/>	Posay, La Roche ACSA Member # CON - 12021150 Last 4 SSN 1234	INV000027215 Terms 12-Pay Funding Payroll Deduction	\$60.83	\$ <input type="text" value="60.83"/>	Open	Select Reason
Consolidated Total:				\$ <input type="text" value="60.83"/>		

### STEP 3

**A. Select Opt Out Reason if you are not paying for a member, or if you are paying a lower amount.**

**B. Click on Pay Online or Pay by Check**

29 J St, SACRAMENTO, CA,  
ited States, 95814

Consolidated Invoice # ACSA-0000001421

Invoice Due \$135.83

Invoice Payment \$

**B**

Invoice #	Amt. Due	Amt. to Pay	Status	Opt Out Reason
<b>10</b> mber # 021153 N Terms 12-Pay Funding District Paid	INV000027213 \$75.00	\$ <input type="text" value="0.00"/>	Open	<b>A</b> <input type="button" value="Cancel Membe"/>
<b>3 Roche</b> mber # 021150	INV000027215 \$60.83	\$ <input type="text" value="60.83"/>	Open	<input type="button" value="Select Reason"/>

#### STEP 4

If paying by check, please enter your payment details including Check Number . Then click the Submit Via Secure Server button. If your County Office of Education, or another party, is sending a check on your behalf, enter 999 in the check number field.

The screenshot shows a payment interface. At the top, there is a header with a logo and the text "7894 District Paid". Below this, there is a table with the following information:

<input checked="" type="checkbox"/>	<b>Posay, La Roche</b> ACSA Member # CON - 12021150 Last 4 SSN 1234	<b>INV000027215</b> Terms 12-Pay Funding Payroll Deduction	\$60.83	\$	60.83	Open	Select Reason
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Below the table, there is a "Consolidated Total:" field with a value of \$ 60.83.

Underneath, there is a section titled "Please enter your payment details" with a dropdown arrow. It contains three input fields:

- Check Number: 12334
- Amount: 60.83
- Date of Payment: 04/11/2025

At the bottom right of this section, there is a button labeled "PAY VIA SECURE SERVER".

#### STEP 5

Use the Export to PDF or Excel buttons to download your invoice and payment information. Send this as documentation for your check payment, and for your own recordkeeping.

The screenshot shows a "Consolidated Invoice List" section. It features a dark blue header with the text "Consolidated Invoice List". Below this, there is a section titled "Consolidated Member Information Update" with a light gray background. This section contains a table with the following information:

Name	California School District	Date	04/11/2025
Address	1029 J St, SACRAMENTO, CA, United States, 95814	Consolidated Invoice #	ACSA-0000001421
		Invoice Due	\$135.83

At the bottom right of this section, there are two buttons: "Export to Excel" (orange) and "Export to PDF" (dark blue).