Quick Pay Instructions

American Red Cross

InvoiceCentral@redcross.org

WWW.REDCROSS.ORG/INVOICECENTRAL

Ways to Access QuickPay

- ***All Customers*** can access Quick Pay to make a one-time payment by using a copy of your invoice and the link below:
  https://rcinv.redcross.org/quickpay
- ***Customers with PDF Invoice Delivery,*** will receive an email from InvoiceDelivery@fss.redcross.org with the Quick Pay link to make a one-time payment.

Steps for Making a One-Time Payment

1. Enter the CAPTCHA and click **Continue**.

2. Enter **Customer Details**:
   - **Customer Number** (auto-populated for PDF delivery customers)
     Note: If you are manually entering the customer number, please ensure it matches exactly as shown on your invoice. The system will not allow you to add payment details unless it matches.
   - **Invoice Number** (auto-populated for PDF delivery customers)
   - **Account Holder/Business Name** (this is the name or your organization. If you aren't affiliated with an organization, then enter your first and last name)
   - **Phone number**
   - **Email address** (enter the email where you'd like to receive the *Payment Processed* confirmation.)
   - **Notes** (This field is only visible to customers who copy & paste or manually type the quick pay link into a web browser. Also, for Internal Use Only.)

3. Click the **Next** button
   - If all information is entered correctly, it will take you to the **Payment Details**.
   - If any of the information is incorrect, or the invoice has already been paid, you will receive an error message.

Important Note when Entering Payment Details: Disbursement source information is not stored in Quick Pay. You will need to reenter the payment information for each invoice.

4. Enter **Payment Details**

   For Credit Card Payments (if contractually allowed):
   ** Skip to Step 8 once Payment Details are completed.*
   - **Payment Amount** (will auto-populate)
   - **Payment Method** (select Credit card)
   - **Address/City/State/Country/Zip**
   - **Card Number**
   - **Card Holder Name**
   - **Expiration**
   - **CVV**

   For ACH Payments:
   **Proceed to Step 5 once Payment Details are completed.*
   - **Payment Amount** (will auto-populate)
   - **Payment Method** (select ACH)
   - **Address/City/State/Country/Zip**
   - **Account** (Business or Personal)
   - **Account Type** (Checking or Savings)
   - **Routing No**
   - **Account Number** and **Confirm Account Number**

5. Click the **Verify** button
   - The system will verify the routing number information and, if it is correct, automatically populate the corresponding **Bank Name**.

6. Agree to authorize the ACH transactions.

7. Click the **Submit Payment** button
   - A message will appear stating *Payment has been Submitted Successfully*. Click the **Ok** button

8. A *One-Time Payment Completed* message will appear. You can either close the window or make another payment.

9. You will receive an email with the subject line: *American Red Cross Invoice Payment Processed*.