



Invoice Payment



Log into My ACL. Enter your **USER ID** and **PASSWORD** and click **Login** button.



To locate the cargo that you wish to pay for, click on the Account category. An account list will appear with a list of outstanding invoices:

- Click on **Accounts** to expand list
- Click on **Statement of Accounts** to bring up the Account List for your customer profile.
- Double click on any linked account to bring up the Statement of Account screen. This process may take 30-60 seconds depending on how many outstanding invoices are linked to the account. You will see a **LOADING** icon on the screen while system retrieves the records.

Name	JDE ID	Total Balance	City	Country	State	PostalCode	Contact Name	Phone Number	Ext	Email
...
...
...
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...

You will be presented with a Statement of Accounts list and can review all outstanding invoices which identify the Invoice number, shipment number attached to the invoice, voyage number, and the payment due.

Once



Invoice Payment

Manual

you login to **PayCargo** and click Make Payment, the **PayCargo** system will process your payment. You will receive a confirmation message and you will then be transferred to the updated Statement of Account Screen showing the revised Total Payment Amount along with the Grimaldi/ACL Reference Number and the **PayCargo** Reference Number.

