# Client Portal Client Experience: Bill Pay QRG

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Sharing of NSS Help Center articles with clients/representatives is strongly discouraged. Refer to the **sharing instructions** below to learn how to share the content outside of the Agency. Also, the content of these resources is subject to change. We recommend that you take note of the **Last Updated** information for each resource to ensure that you are providing your clients/representatives with the most up-to-date resources and make adjustments, as needed.

## Overview

**This Quick Reference Guide is intended for**: Clients or Representatives who would like to make payments toward their account balance from within the Client Portal.

 **It contains**: A snapshot of the Bill Pay section of the Portal and steps for making a payment.

Before distributing this guide, be sure the Agency has this feature enabled. In order to have this feature enabled, the Agency must use SwervePay and have the Billing Engine.

*This content was last updated on 9/27/2021.*

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