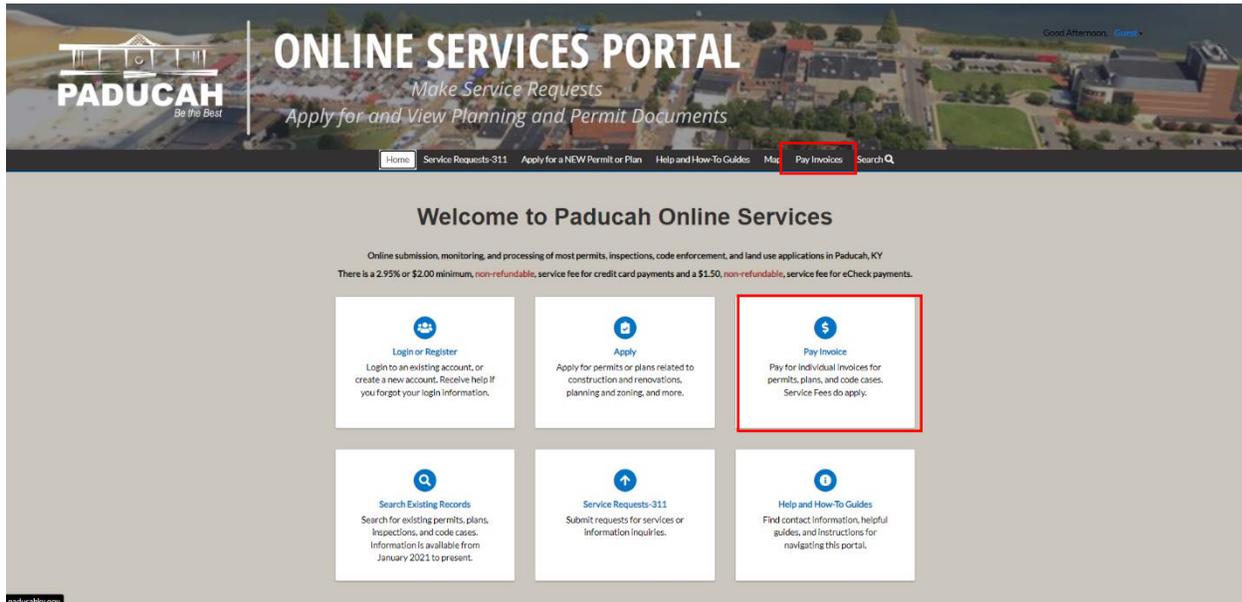




Paying Individual Invoices

1. Navigate to the Online Services Portal at <https://onlineportal.paducahky.gov>.
2. NOTE: You do not have to login to the portal to pay the invoice
3. Click **“Pay Invoice.”** It is located in two places: the menu bar and the tile.



Invoice Search

Search for Unpaid Invoice

4. After clicking Pay Invoice, enter the Invoice Number. NOTE: You must type the entire Invoice Number including **“INV.”** (Example: **INV-000030668**)
5. After entering the invoice number, click **“Search.”** NOTE: If you receive the following message, the invoice has been paid.

Invoice Search

INV-00030668

No unpaid invoice found

