

Set Up Payment Methods & Make Payments

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Instructions to add payment methods and make a payment:

1. Log in to your account in the Managely billing portal: <https://sobilling.managelyapp.com>. If this is your first time visiting, follow the instructions to [create an account](#).
2. Once logged into the portal, select **Pay Invoice**.



3. Enter in a description in the top left for what the payment is for.
4. If paying by credit card select **Credit Card** and then select **+ New CC**.

A large, empty rectangular box with a dark border, intended for entering a payment description.

5. If paying by ACH select **eCheck** and select then select **+ New EC**.

A large, empty rectangular box with a dark border, intended for entering a payment description.

6. Once you've added the method of payment, you may now select that option from the drop-down menu.

A large, empty rectangular box with a dark border, intended for selecting a payment method from a drop-down menu.

7. Select **Submit Payment** in the top right.

A large, empty rectangular box with a dark border, intended for selecting the 'Submit Payment' button.

