

How to pay your monthly invoices – Desktop

STEP 1: Click the *invoices* button on the home page of your Xplor account



City of Nanaimo
250-756-5200

ADULT TBA

My Profile

Schedule

Punch Pass

Family Member Detail

Edit

Manage Login

Add Family Member

Invoices



ADULT TBA
TBA Family

Shared Credit
\$0.00

Past due
\$100.00

Balance
-\$100.00

General Information

First Name: ADULT
Last Name: TBA
Third Party User Identifier:

Preferred Name:
Gender: --None--
Age: 17
Birthday: 09-Aug-2008

Contact Information

Primary Phone Type: Mobile
Primary Phone: (250) 123-4567
Email: facilitybookings@nanaimo.ca
Mailing: 123 Fake Street
Nanaimo, British Columbia
Canada, X0X 0X0

Secondary Phone Type: Work
Secondary Phone:

Emergency Contacts

Emergency Contact:

Secondary Emergency Contact:

STEP 2: Put a check box on the invoice(s) that are to be paid



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250-756-5200

ADULT TBA

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Schedule

Punch Pass

Filters

Search

Start Date

End Date

Invoice Status

Item Type

Amount of Detail

Reset All

Back

Invoices Owned by the TBA Family Account

Make Payment

Receipt

Due Soon
\$0.00

Balance Due
\$100.00

☐	Due Date	Description	References	Contact	Amount Payable	Balance Remaining
☐	17-Jul-2026	FA-32716 1 MONTHLY INVOICE PLACEHOLDER (01-Sep-2026)	Invoice ID 1382717 Transaction ID 1475417	ADULT TBA	\$100.00	\$100.00
Subtotals for all selected invoices:					\$0.00	\$0.00
Totals for all invoices:					\$100.00	\$100.00

Showing 1 of 1 results

10 items per page

< 1 >

STEP 3: Select the “Make Payment” button

CITY OF NANAIMO City of Nanaimo 250-756-5200 ADULT TBA

My Profile Schedule Punch Pass

Filters [Reset All](#)

Search

Start Date dd-MMM-yy-- End Date dd-MMM-yy--

Invoice Status Status

Item Type All

Amount of Detail Summarized

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Invoices Owned by the TBA Family Account

Make Payment Receipt

Due Date	Description	References	Contact	Amount Payable	Balance Remaining
☒ 17-Jul-2026	FA-32716 1 MONTHLY INVOICE PLACEHOLDER (01-Sep-2026)	Invoice ID 1382717 Transaction ID 1475417	ADULT TBA	\$100.00	\$100.00
Subtotals for all selected invoices:				\$100.00	\$100.00
Totals for all invoices:				\$100.00	\$100.00

Showing 1 of 1 results 10 items per page

STEP 4: Select a valid payment method, or add a new payment method to your account that you would like to charge the invoice to

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Search

Start Date dd-MMM-yy-- End Date dd-MMM-yy--

Invoice Status Status

Item Type All

Amount of Detail Summarized

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Invoices Owned by the TBA Family Account

Make Payment Receipt

Due Date	Description	References	Contact	Amount Payable	Balance Remaining
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Subtotals for all selected invoices:				\$100.00	\$100.00
Totals for all invoices:				\$100.00	\$100.00

Showing 1 of 1 results 10 items per page

Pay Your Invoice

Amount Enter amount between \$0.01 - \$100.00
\$100.00

Payment method
Credit Card

Processor
☒ Billing Direct ☐ In-House

Your credit cards
Add a New Card

New Credit card
Credit Card Number Required
Card Verification Value Required
Holder Name Required
Expiry Month Required
Expiry Year Required
Billing Address Required
Street
City
Canada
British Columbia

Scroll down to bottom to complete payment

To make future payments easier,
check this box to save your card
information

Click Complete to save your card
information

To make future payments easier,
check this box to save your card
information