disclosure services
Expert Support. Informed Clients. Clear Decisions.

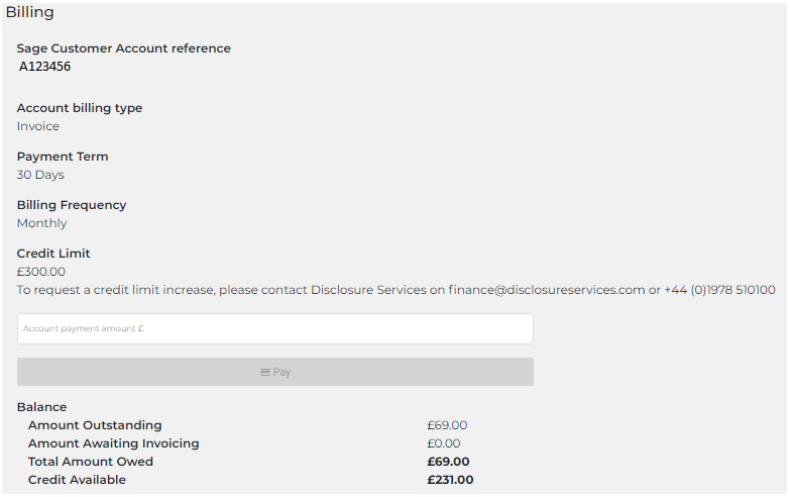
‘On Account’ Clients
Requesting Credit Limit Increase and Paying for Invoices

If your organisation is ‘On Account’ (*under credit terms*) your activity will be invoiced accordingly to billing frequency specified under ‘Organisation’ tab on the customer portal e.g. monthly, fortnightly, weekly.

You won’t be able to submit any applications to Disclosure Services if your **credit limit is low** or if you have any **outstanding invoice for more than 90 days.**

The red informative banner will be displayed at the top of your portal informing you to contact finance team.

‘BILLING’ SECTION EXPLAINED



- **Credit Limit** – The total amount of credit available for your organisation
- **Amount Outstanding** – The total amount owing from outstanding invoices that are yet to be paid
- **Amount Awaiting Invoicing** – The total amount that is ready to be invoiced
- **Total Amount Owed** – The total sum of the **Amount Invoiced** and **Amount Awaiting Invoicing**
- **Credit Available** – **Credit Limit** minus the **Total Amount Owed**

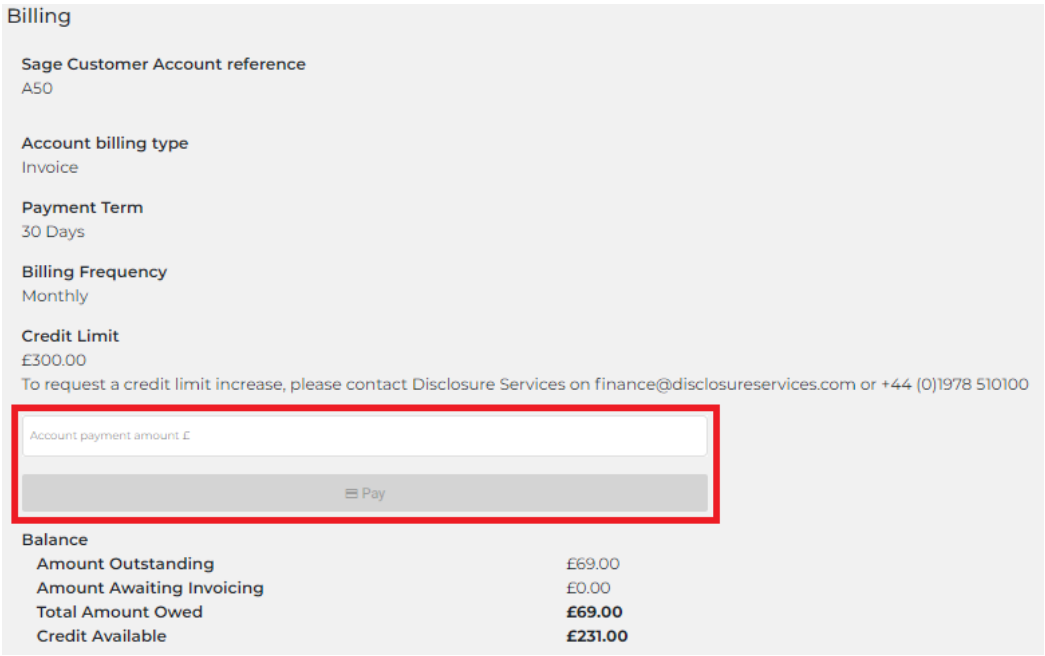
REQUESTING CREDIT LIMIT INCREASE

To request an increase to your credit limit, please email **finance@disclosureservices.com** quoting your **SAGE Ref/Organisation ID** number, or ring Disclosure Services on **01978 510 100** and choose the **Finance** option.

disclosure services
Expert Support. Informed Clients. Clear Decisions.

PAYING FOR INVOICE BY CREDIT/DEBIT CARD

To pay for an invoice by credit/debit card, simply insert the amount into the field highlighted below and press the '**Pay**' button. This will open a Stripe screen allowing you to populate your card details and finalise the payment.



You can see all your Invoices within the '**Invoices**' tab (any outstanding invoices will be under the 'Due' status).