

# How to manage your accounts and pay invoices

1 Select Credit and invoices on your dashboard.

membership.net/0431004107

 Dashboard Courses Buy stock My files Contact us Digital portal Change training provider Log out

Welcome to your organisation's dashboard. Here you'll find key information about your organisation. You can also navigate to all areas of the portal from here. To request an edit to your organisation's details, [contact us](#).

## TEST Smart Impact

This training provider is currently active.



Licences



Courses



Credit and invoices



Buy and manage stock



Course reports

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2 If you are a credit customer, you will see your credit limit on this page.

The screenshot shows the iosh website's 'Credit and invoices' page. At the top, there is a navigation bar with the iosh logo, links for 'Dashboard', 'Courses', 'Buy stock', 'My files', 'Contact us', and 'Digital portal', and buttons for 'Change training provider' and 'Log out'. The main heading is 'Credit and invoices'. Below it, a paragraph states: 'On this page you'll find invoices relating to your certificate and workbook purchases. Access your licence invoices [here](#).' The page lists three credit-related items: 'Agreed credit limit' at £1,000.00, 'Available credit' at £972.40, and 'Unpaid invoice amount' at £27.60. A section titled 'Invoices' contains a search bar with the placeholder text 'Start typing...' and a magnifying glass icon. Below the search bar, there are filter options: 'Filter:' followed by a 'Pay status' dropdown menu, and two date pickers labeled 'From' and 'To' with the format 'dd/mm/yyyy'. A 'Clear filters' button is located to the right of the filters.

3 You can access your licence invoices from here.

This screenshot is identical to the one above, showing the 'Credit and invoices' page. The only difference is that an orange circle is drawn around the word 'here' in the introductory paragraph: 'Access your licence invoices [here](#).' This highlights the link mentioned in the text above.

4 Use the search bar to find your invoice or search from the filters.

Available credit  
£972.40

Unpaid invoice amount  
£27.60

Invoices

Start typing... 

Filter:

Pay status 

Clear filters

From  
dd/mm/yyyy 

To  
dd/mm/yyyy 

TPP - TEST Smart Impact - Inventory - 04-02-2026

Invoice ref/ID: INV2212W2K  
Invoice date: 04 Feb 2026  
Due date: 06-03-2026  
Amount: £27.60  
Payment status: Unpaid

Pay

5 You will have the option to download your invoice, pay or cancel your order. If you are a credit customer, there will be the option to Pay Later.

Pay

Shipping Costs Test

Invoice ref/ID: INV1985N1K  
Invoice date: 02 Feb 2026  
Due date: 04-03-2026  
Amount: £423.40  
Payment status: Unpaid

Download

Pay

Cancel order

Shipping Costs Test

Invoice ref/ID: INV1986T9D  
Invoice date: 02 Feb 2026

Back

6

If you select Pay, it will take you to a WorldPay screen where you will be asked to enter in your card details.

**worldpay**

**Order summary**

Reference: 87e3c2ca-3b00-f111-8407-6045bd0ae99f-04/02/2026-14:24:45  
Description: Invoice 87e3c2ca-3b00-f111-8407-6045bd0ae99f  
Amount (GBP): £423.40

**Express Checkout**

Buy with  Pay

**Payment details**

\* Indicates a required field



Card number \*

Cardholder's name \*

Expiry date

 / 

Cancel

Make Payment

When you submit your transaction for processing by Worldpay you confirm your acceptance of [Worldpay's privacy policy](#).

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