



How to Pay by Credit Card

There are two ways a customer may make a payment online using a credit card, which are as follows:

Quick Pay an Invoice

1. Visit the American Arbitration Association's (AAA) website at www.adr.org;
2. Click on **"File or Access your Case"** and then select **"Quick Pay an Invoice"**;
3. Locate the **"Pay Pin"** number for the invoice by reviewing the second page of the invoice; and
4. Enter the AAA case number and **"Pay Pin"** associated with the invoice.
5. Enter your credit card information and click on **"Pay Now"**.

AAA WebFile®

1. Visit the AAA's website at www.adr.org;
2. Click **"My Account"** and login to your account using your credentials;
3. Click **"All Open Invoices"** or you may navigate to the case record and select the **"Finance"** tab;
4. Select the bill line for which you would like to issue a payment, then click **"Pay Online"**; and
5. Enter your credit card information and click on **"Pay Now"**.

If you have any questions, please contact your case administrator.