How to Make a Secure Payment to Terranova and Associates, LLC.

1. Open your web browser (Chrome, Safari, etc.)
2. In your URL bar either Google ‘Terranova and Associates’ or copy and paste this link ‘https://www.terranovacpa.com/’
3. Once you have landed on the homepage of our website go to the upper right-hand corner and hover your cursor over ‘For Clients’
4. Once you are hovering above ‘For Clients’ you will see a drop-down menu appear
5. Within that drop down menu you will then select ‘Make a Payment’
6. Once you have clicked ‘Make a Payment’ you will be brought to a screen where you will be prompted to ‘Click Here’ (If you do not want to make a payment online you will find our mailing address to send a check or money order)
7. Once you have clicked on ‘Click Here’ you will be brought to a secure external page
8. On the left-hand side of the web page, you will be able to input the amount of the payment (If you are unsure of how much to pay you may check the invoice sent to you or contact us directly)
9. On the right-hand side of the web page, you will be asked to complete the form
10. Once the form is completed you will then click the blue ‘Pay’ button at the bottom of the page
11. Once you have hit ‘Pay’ you will then be presented with a screen that will show your success in payment and a e-receipt will be sent to your email address

If you have any questions, comments, or concerns please do not hesitate to reach out to us at (978) 774-7700 or emailing us at [office@terranovacpa.com](mailto:office@terranovacpa.com).