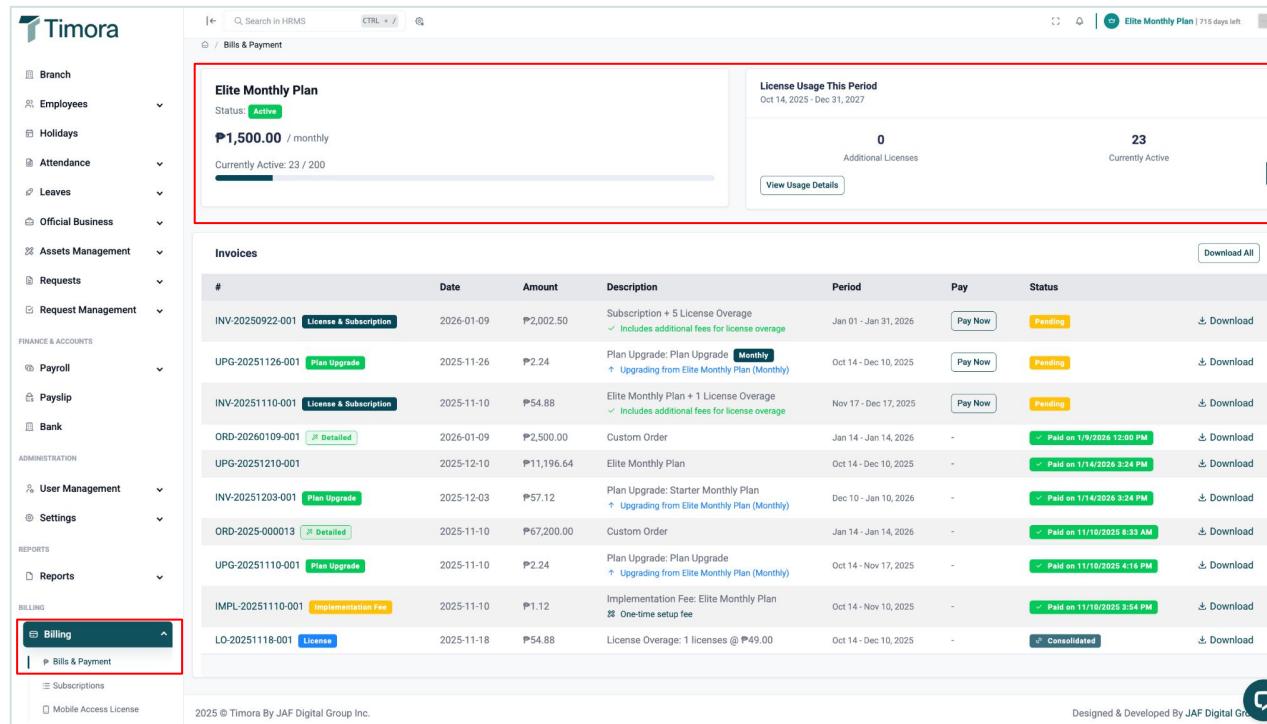




TIMORA SUBSCRIPTION PAYMENT PROCESS

TIMORA SUBSCRIPTION PAYMENT PROCESS



The screenshot shows the Timora HRMS interface. The left sidebar has a 'Billing' section with a red box around it, and a 'Bills & Payment' item under it, also with a red box. The main content area shows the 'Elite Monthly Plan' with a price of ₱1,500.00/monthly and a license usage summary. Below that is a table of invoices with columns for #, Date, Amount, Description, Period, Pay, and Status. Each invoice row has a 'Download' link. The bottom of the page includes a footer with copyright information and a 'Designed & Developed By JAF Digital Group' note.

Elite Monthly Plan

Status: **Active**

₱1,500.00 / monthly

Currently Active: 23 / 200

License Usage This Period
Oct 14, 2025 - Dec 31, 2025

Additional Licenses	Currently Active
0	23

Invoices

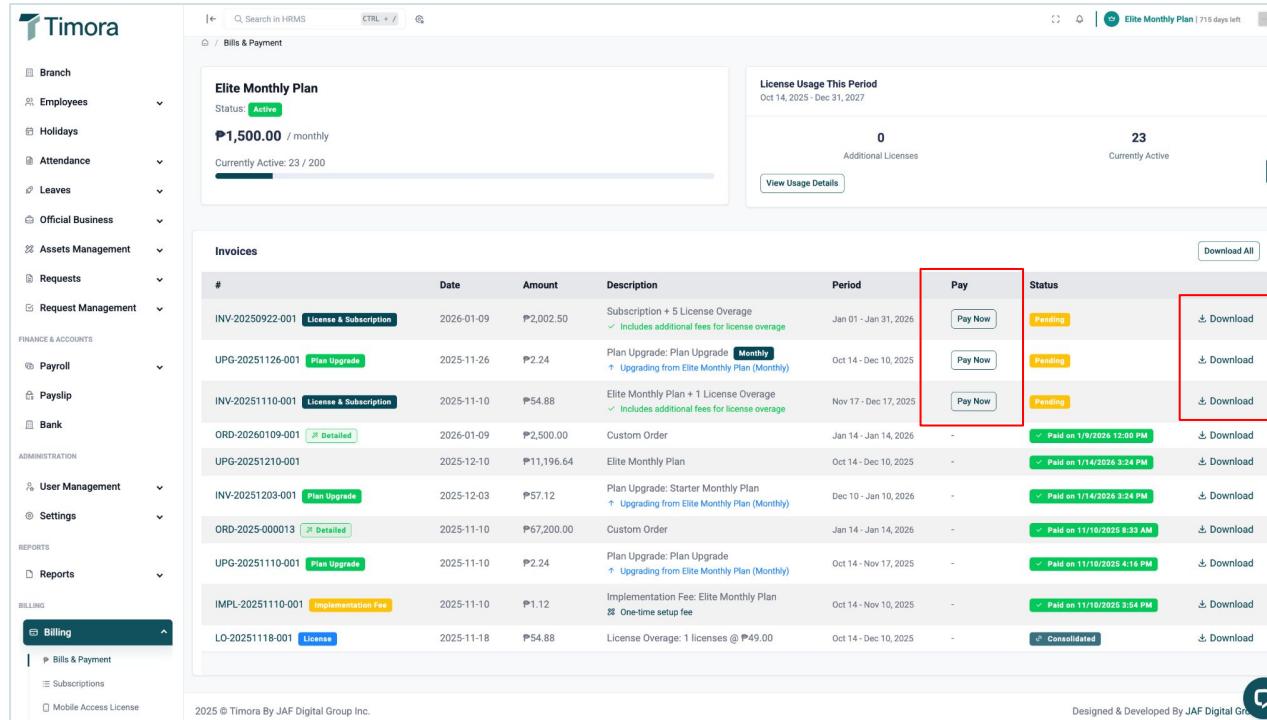
#	Date	Amount	Description	Period	Pay	Status	
INV-20250922-001	2025-09-09	₱2,002.50	Subscription + 5 License Overage ✓ Include additional fees for license overage	Jan 01 - Jan 31, 2026	Pay Now	Pending	Download
UPG-20251126-001	2025-11-26	₱2.24	Plan Upgrade: Plan Upgrade Monthly ↑ Upgrading from Elite Monthly Plan (Monthly)	Oct 14 - Dec 10, 2025	Pay Now	Pending	Download
INV-20251110-001	2025-11-10	₱54.88	Elite Monthly Plan + 1 License Overage ✓ Include additional fees for license overage	Nov 17 - Dec 17, 2025	Pay Now	Pending	Download
ORD-20260109-001	2026-01-09	₱2,500.00	Custom Order	Jan 14 - Jan 14, 2026	-	✓ Paid on 1/9/2026 12:00 PM	Download
UPG-20251210-001	2025-12-10	₱11,196.64	Elite Monthly Plan	Oct 14 - Dec 10, 2025	-	✓ Paid on 1/14/2026 3:24 PM	Download
INV-20251203-001	2025-12-03	₱57.12	Plan Upgrade: Starter Monthly Plan ↑ Upgrading from Elite Monthly Plan (Monthly)	Dec 10 - Jan 10, 2026	-	✓ Paid on 1/14/2026 3:24 PM	Download
ORD-2025-000013	2025-11-10	₱67,200.00	Custom Order	Jan 14 - Jan 14, 2026	-	✓ Paid on 11/10/2025 8:32 AM	Download
UPG-20251110-001	2025-11-10	₱2.24	Plan Upgrade: Plan Upgrade ↑ Upgrading from Elite Monthly Plan (Monthly)	Oct 14 - Nov 17, 2025	-	✓ Paid on 11/10/2025 4:16 PM	Download
IMPL-20251110-001	2025-11-10	₱1.12	Implementation Fee: Elite Monthly Plan ☒ One-time setup fee	Oct 14 - Nov 10, 2025	-	✓ Paid on 11/10/2025 3:54 PM	Download
LO-20251118-001	2025-11-18	₱54.88	License Overage: 1 licenses @ ₱49.00	Oct 14 - Dec 10, 2025	-	✓ Consolidated	Download

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Go to **Billing**, then click **Bills & Payment** to view your **payment history**, **due dates**, and **subscription plan** (monthly or yearly).

TIMORA SUBSCRIPTION PAYMENT PROCESS



Timora

Branch

Employees

Holidays

Attendance

Leaves

Official Business

Assets Management

Requests

Request Management

FINANCE & ACCOUNTS

Payroll

Payslip

Bank

ADMINISTRATION

User Management

Settings

REPORTS

Reports

BILLING

Billing

Bills & Payment

Subscriptions

Mobile Access License

Search in HRMS

CTRL + ⌘ ⌘

Bills & Payment

Elite Monthly Plan | 715 days left

Elite Monthly Plan

Status: Active

₱1,500.00 / monthly

Currently Active: 23 / 200

0 Additional Licenses

23 Currently Active

View Usage Details

Invoices

#	Date	Amount	Description	Period	Pay	Status	Download
INV-20250922-001	2026-01-09	₱2,002.50	Subscription + 5 License Overage ✓ Includes additional fees for license overage	Jan 01 - Jan 31, 2025	Pay Now	Pending	Download
UPG-20251126-001	2025-11-26	₱2.24	Plan Upgrade: Plan Upgrade (Monthly) ↑ Upgrading from Elite Monthly Plan (Monthly)	Oct 14 - Dec 10, 2025	Pay Now	Pending	Download
INV-20251110-001	2025-11-10	₱54.88	Elite Monthly Plan + 1 License Overage ✓ Includes additional fees for license overage	Nov 17 - Dec 17, 2025	Pay Now	Pending	Download
ORD-20260109-001	2026-01-09	₱2,500.00	Custom Order	Jan 14 - Jan 14, 2026	Pay Now	Paid on 1/9/2026 12:00 PM	Download
UPG-20251210-001	2025-12-10	₱11,196.64	Elite Monthly Plan	Oct 14 - Dec 10, 2025	Pay Now	Paid on 1/4/2026 3:24 PM	Download
INV-20251203-001	2025-12-03	₱57.12	Plan Upgrade: Starter Monthly Plan ↑ Upgrading from Elite Monthly Plan (Monthly)	Dec 10 - Jan 10, 2026	Pay Now	Paid on 1/4/2026 3:24 PM	Download
ORD-2025-000013	2025-11-10	₱67,200.00	Custom Order	Jan 14 - Jan 14, 2026	Pay Now	Paid on 11/10/2025 8:33 AM	Download
UPG-20251110-001	2025-11-10	₱2.24	Plan Upgrade: Plan Upgrade ↑ Upgrading from Elite Monthly Plan (Monthly)	Oct 14 - Nov 17, 2025	Pay Now	Paid on 11/10/2025 4:16 PM	Download
IMPL-20251110-001	2025-11-10	₱1.12	Implementation Fee: Elite Monthly Plan ✗ One-time setup fee	Oct 14 - Nov 10, 2025	Pay Now	Paid on 11/10/2025 3:54 PM	Download
LO-20251118-001	2025-11-18	₱54.88	License Overage: 1 licenses @ ₱49.00	Oct 14 - Dec 10, 2025	Pay Now	Consolidated	Download

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To pay your subscription, you may first **download the invoice in PDF format** for review. After confirming the details, click **Pay Now** to proceed.

TIMORA SUBSCRIPTION PAYMENT PROCESS

[← Back](#) 

You are paying
PHP 2,002.50

JAF Digital Group Inc.

Subscription + 5 License Overage (Invoice #INV-20250922-001)

Powered by  HitPay | [Privacy Terms](#)

Email
jaf@digi

Select Payment Method

 CARD  GCash  GrabPay  bayad  ecoPay

 instaPay  UnionBank  PESONet  PALAWAN PAWNSHOP

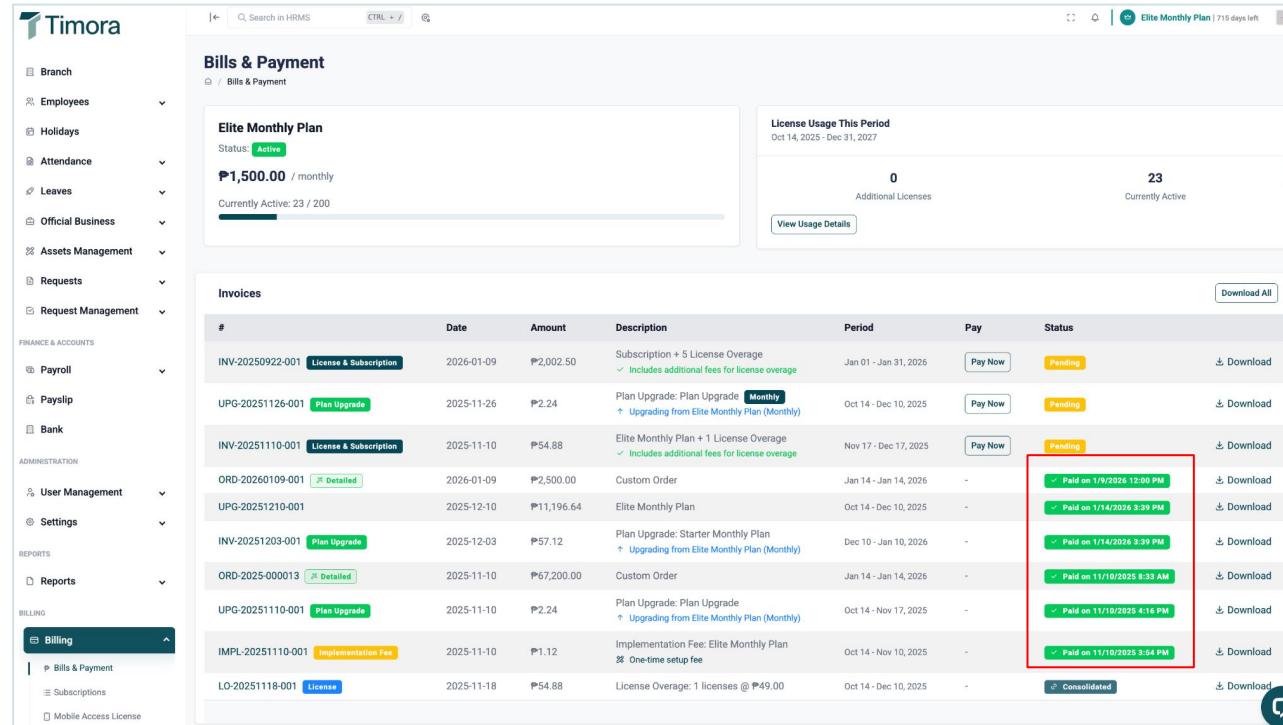
 QRPh

Enter a valid email
Select your payment method

Pay PHP 2,002.50

You will be redirected to **HitPay**, where you can select your preferred **payment method**.

TIMORA SUBSCRIPTION PAYMENT PROCESS



The screenshot shows the Timora HRMS interface for the 'Bills & Payment' module. The left sidebar includes sections for Branch, Employees, Holidays, Attendance, Leaves, Official Business, Assets Management, Requests, Request Management, Payroll, Paylip, and Bank. The 'Billing' section is currently selected, with sub-options for Bills & Payment, Subscriptions, and Mobile Access License.

The main content area displays the 'Elite Monthly Plan' with a status of 'Active'. It shows a monthly fee of ₱1,500.00 and a usage bar indicating 23/200 currently active. To the right, a 'License Usage This Period' section shows 0 additional licenses and 23 currently active, with a 'View Usage Details' button.

The 'Invoices' section lists various transactions:

#	Date	Amount	Description	Period	Pay	Status	Actions
INV-20250922-001	2026-01-09	₱2,002.50	Subscription + 5 License Overage ✓ Includes additional fees for license overage	Jan 01 - Jan 31, 2026	Pay Now	Pending	Download
UPG-20251126-001	2025-11-26	₱2.24	Plan Upgrade: Plan Upgrade <small>Monthly</small> ↑ Upgrading from Elite Monthly Plan (Monthly)	Oct 14 - Dec 10, 2025	Pay Now	Pending	Download
INV-20251110-001	2025-11-10	₱54.88	Elite Monthly Plan + 1 License Overage ✓ Includes additional fees for license overage	Nov 17 - Dec 17, 2025	Pay Now	Pending	Download
ORD-20260109-001	2026-01-09	₱2,500.00	Custom Order	Jan 14 - Jan 14, 2026	-	Paid on 1/9/2026 12:00 PM	Download
UPG-20251210-001	2025-12-10	₱11,196.64	Elite Monthly Plan	Oct 14 - Dec 10, 2025	-	Paid on 1/14/2026 3:39 PM	Download
INV-20251203-001	2025-12-03	₱57.12	Plan Upgrade: Starter Monthly Plan ↑ Upgrading from Elite Monthly Plan (Monthly)	Dec 10 - Jan 10, 2026	-	Paid on 1/14/2026 3:39 PM	Download
ORD-2025-000013	2025-11-10	₱67,200.00	Custom Order	Jan 14 - Jan 14, 2026	-	Paid on 11/10/2025 8:33 AM	Download
UPG-20251110-001	2025-11-10	₱2.24	Plan Upgrade: Plan Upgrade ↑ Upgrading from Elite Monthly Plan (Monthly)	Oct 14 - Nov 17, 2025	-	Paid on 11/10/2025 4:16 PM	Download
IMPL-20251110-001	2025-11-10	₱1.12	Implementation Fee: Elite Monthly Plan ☒ One-time setup fee	Oct 14 - Nov 10, 2025	-	Paid on 11/10/2025 3:54 PM	Download
LO-20251118-001	2025-11-18	₱54.88	License Overage: 1 licenses @ ₱49.00	Oct 14 - Dec 10, 2025	-	Consolidated	Download

A red box highlights the payment status for the 'ORD-2025-000013' and 'IMPL-20251110-001' entries, showing the date and time of the transaction.

Once payment is successful, the system will automatically update the status to **Paid**, including the **date and time** of the transaction.

TIMORA SUBSCRIPTION PAYMENT PROCESS

Notes:

Timora sends a **7-day prior notification** before the due date, followed by **recurring 3-day email reminders** leading up to the deadline.

If payment is not settled within the given period, a **10-day net term** will apply. After this grace period, access to the system – including **clock-in functions and payroll processing** – will be **temporarily disabled** until payment is completed.

If you exceed the **number of licensed employees** under your current plan, you can still add employees via **Employee Lists**. A pop-up notification will appear to inform you that the limit has been exceeded and will prompt you to **confirm adding additional licenses/employees**.

After adding the additional licenses, make sure to **settle the payment** to activate and use the new employee slots.

If employee accounts are **deactivated**, the corresponding licenses will **automatically become available** and can be reused for **new hires**, as long as they remain within the **number of licensed employees** under your current plan.