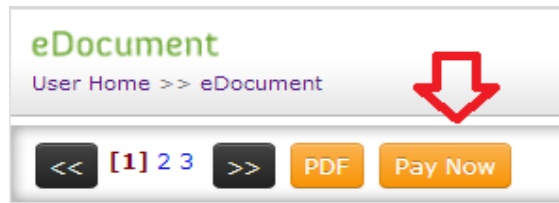


Initiate payments from the open document view.

Or by selecting multiple invoices from the main search page and clicking the **Pay Now** button.



User Home

View Payment History

Look For: Account Which: equals Search Reset Pay Now

And (Optional): Account Which: equals Combine Pdf

Filter Results:

Account	Invoice#/Statement	Doc Date	Customer PO	Pick Ticket	Balance	Amount Due	PAY	PDF
559	17168902-00	09/03/2013	001	008676	35.46	35.46	<input checked="" type="checkbox"/>	<input type="checkbox"/>
559	17168901-00	09/04/2013	002	008677	33.32	33.32	<input checked="" type="checkbox"/>	<input type="checkbox"/>
559	17168900-00	09/05/2013	003	008678	251.17	251.17	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The payment screen will populate the invoices selected, your address information and method of payment.

1. Verify the address for the payment account you are using for this transaction.

If you plan to use a different payment account, update that address here.

Payments

User Home >> Payments

Make a Payment
Your privacy is important to us. We will not rent or sell your personal information.

ACT #	NAME	DOC ID	DOC DATE	AMT DUE	PAY AMT
559	ABC PAPER & CHEMICAL CO INC	51218611	09/03/2013	3941.35	3,900.00
559	ABC PAPER & CHEMICAL CO INC	51218610	09/03/2013	25.89	25.89

BILLING ADDRESS

FULL NAME: required

ADDRESS 1: * This field is required

ADDRESS 2: (optional)

CITY: * This field is required

STATE: * This field is required

POSTAL CODE: * This field is required

PHONE #: * This field is required

EMAIL ADDRESS:

Make Secure Payment
enter payment information below and process payment

TOTAL TO PAY: **\$3,925.89**

PAYMENT TYPE:

ACCOUNT #:

ROUTING #:

PAY DATE:

Save Information:

ENCRYPTED
128-bit SSL

2. To pay a different amount, you may change the PAY AMT by typing the new amount into the PAY AMT field.
3. Select a pre-loaded comment or input a free-form one here.
4. Review payment method information. If desired, you may change your method of payment on this screen and save your changes to your profile for future payments.

You are ready to make a payment!

Click the **Pay Now** button.