

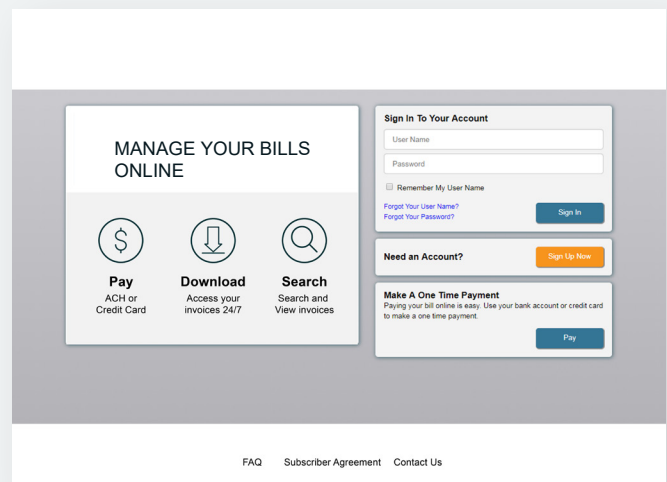
# Online Portal Enrollment Instructions

You can self-enroll with our online billing & payment portal.

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## To Get Started

Please proceed to the online billing & payment portal home page.



ONLINE PORTAL

Sign Up Now

You can create your online account by going to the **home page of our online portal** using the link you received from our company. You can also find it on your latest statement or invoice.

On the right side of the online portal login page you'll find the **Sign Up Now** button. Click here.

All the information you need to setup your account is found on your invoice or statement.

**You may be asked to enter:**

Customer Number	Shipping Address
Invoice Number	Purchase Order Number
Enrollment Token	Due Date
Transaction ID	Store Number
Account Number	Bill Name

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## Enter your information

### A

#### User Information

The first section of the sign up page requires you to enter:

Full Name | Email Address | Username & Password

### B

#### Account information

The account information you enter will be specific to your company.

It's used to verify your account. Please have your billing document available during the registration process. Your billing document contains information including your **account number** & **enrollment token**.

### C

#### Security questions

In the event of a lost or forgotten username or password, we ask identifying questions to access your account. You'll need to choose three types of questions and provide the appropriate answers.

### D

**Be sure to review & accept the subscriber agreement before you click the Sign Up button to complete the form and continue to the last step.**



## Almost there

After clicking the “Sign Up” button you’ll complete the enrollment process of creating your account. Within a few minutes you’ll receive an email from the online portal, confirming your account (check your spam if you don’t see it). Click on the confirmation link inside to verify your identity and complete the creation of your account.



## You’re ready

Paying your invoices just became simpler. With your portal access you can now view, search and pay your invoices in a secure digital space. You have direct control and 24/7 access to your invoices and payment history. Our online portal allows you to:

- Reduce costs and paper checks
- Save time by scheduling payments
- Download invoices & statements to your software

Your online billing & payment account is ready for you. Start managing your invoices online today!

## We’re here to help

Congratulations on your new account!

If you need more enrollment information, please contact your support representative.

**Thank you.**