

How to pay by credit card

We are excited to provide customers with a new online payment option. Southwest Binding & Laminating invoices can now be paid by credit card via our online billing and payment portal powered by Billtrust.

Let me show you how it works



Getting started – In Settings, go to the Payment Settings tab



Under Payment Settings, click the Payments Accounts tab. The following view appears:

| A Open Closed | Payment History | 🔅 Settings | | Shawn Burchfield 💄 |
|----------------------------------|--|--|-----------------|--------------------|
| Profile Settings Change Password | Payment Settings Manage your payment settings, payment Payment Accounts Auto | t accounts and auto-pay settings. ay Settings Payment Options | | |
| Payment Settings | Friendly Name | Account Type | Group | |
| Solution Settings | AMEX Corporate Card | Credit Card | Default Group P | Edit Delete |
| L User Management | My Bank Account | Bank Account | Default Group P | Edit Delete |
| Account Management | | | | |
| Croup Management | | | | |
| | Add Bank Account Add Cre | rdit Card | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

You may Add or Edit a Credit Card. If adding a new Credit Card, press the Add Credit Card button.

The following screen will appear. Enter the following information.



| Select the state of the cardholder | арр |
|------------------------------------|------|
| y the two-character postal | grid |
| n the drop-down list. | dial |
| . Entar the tip ends of the | |

ZIP/Postal Code: Enter the zip code of the cardholder billing address.

| -ayment Accounts | Auto-Pay Settings | Payment Options | | |
|-------------------------|-----------------------------|----------------------------|--|--|
| Please note that discou | ints cannot be taken when | paying with a credit card. | | |
| Cards Accepted: | | | | |
| Friendly Name: | My Credit Card | | | |
| Credit Card Number: | | _ | | |
| Expiration Date: | 01 + | 2015 + | | |
| Name on Card: | | | | |
| Address 1: | _ | _ | | |
| Address 2: | | _ | | |
| City: | | _ | | |
| State/Province: | AA | + | | |
| Zip/Postal Code: | | _ | | |
| | | | | |
| Your payment ac | count must be assigned to a | least one group. Select th | roup(s) from the list below that you want to assign the payment account to or add a new group. | |
| Group Name | | | | |
| Default Group | | | | |
| East | | | | |
| East 1 | | | | |
| | | | | |

* Please note, your vendor may allow you to link multiple users to specific bank accounts and restrict general access to these items. If blicable, select an existing group from the or click the Add Group button to open a og and enter a new group name.

4

Once all the fields are filled in, press Save to add the credit card to the system.

You're ready. You can conveniently pay any invoice electronically with your company credit card.

Southwests Billtrust Support Representative 800-325-3628, extension 3035 for assistance.

