

Online Portal Enrollment Instructions

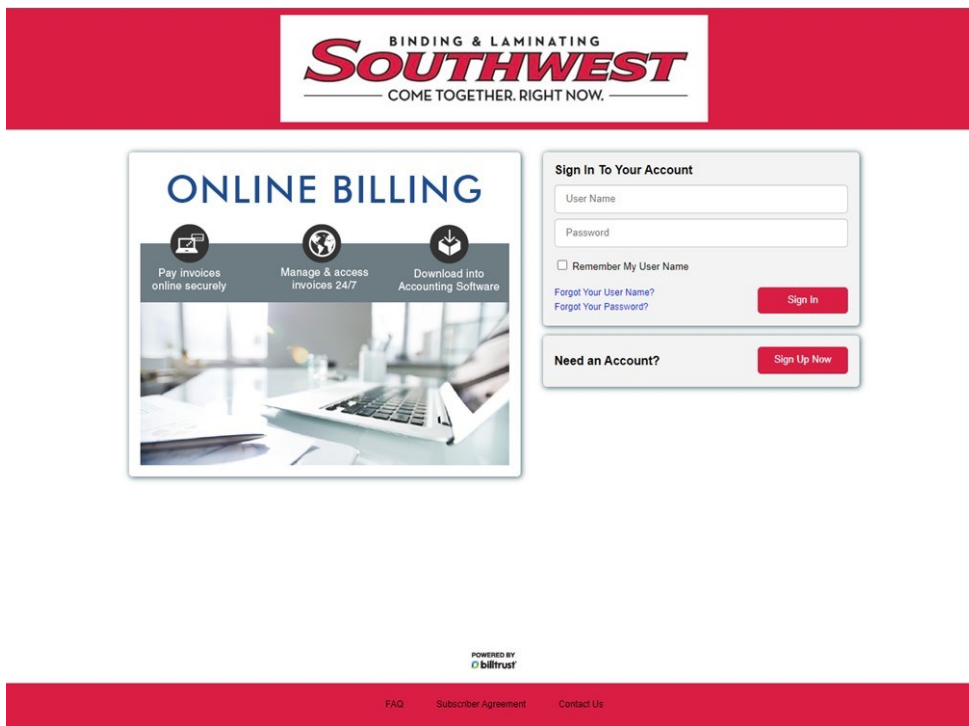
Enroll in our online billing & payment portal with these four simple steps.

1 BE PREPARED

There are two details needed to complete the registration process that you can find on an invoice or statement from Southwest Binding & Laminating.

1. Your Customer **Account Number**
2. **Invoice Number** (within the last 90 days)

2 PROCEED TO THE SOUTHWEST ONLINE BILLING & PAYMENT PORTAL HOME PAGE



You can create your online account by going to the home page of our online portal using the “Sign Up Now” link below or by entering the website address found on any invoice or statement generated after March 8, 2024.

[Sign Up Now](#)

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ENTER YOUR INFORMATION

User Information

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

- Full Name
- Email Address
- Username
- Password

Account Information

The account information you enter will be specific to your company. It's used to verify your account. As mentioned previously you will need details from an invoice or statement dated within the last 90 days to enter:

- Customer **Account Number**
- **Invoice Number** (including the -00)

Security Questions

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

The screenshot shows the sign-up page for Southwest Binding & Laminating. At the top is the logo with the tagline "COME TOGETHER. RIGHT NOW." Below the logo is a form titled "Sign Up With Southwest Binding & Laminating Portal". The form includes a "Sign In" button for existing users. A note states: "*All fields are required unless otherwise indicated as 'optional'". The form is divided into three sections: "User Information" (Name, Email Address, User Name, Password, Confirm Password), "Account Information" (Account Number, Invoice Number), and "Security Questions" (three questions with dropdown menus and text input fields). At the bottom of the form is a checkbox for "I agree to the Subscriber Agreement" and a "Sign Up" button. The footer of the page includes "POWERED BY billtrust" and links for "FAQ", "Subscriber Agreement", and "Contact Us".

*** 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.**

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ALMOST THERE

After clicking the “Sign Up” button you will complete the enrollment process of creating your account. Within a few minutes you will 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 ARE 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 24/7 access to your invoices and payment history. Our online portal allows you to:

- Reduce costs when paying by paper check.
- Save time by scheduling payments.
- Download invoices & statements to your software.

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

Congratulations on your new account!

If you need more enrollment information, we are here to help.
Contact our dedicated Billtrust Support Representative at 800-325-3628 ext. 3035.