

# Online Portal Overview

Discover easy ways to navigate your online billing and payment portal

**A** Summary

Summary of Account Number: **144927**

Summary includes documents with positive and negative remaining balances. Documents with no open balance are not included.

<input type="checkbox"/> Total Due	<b>70,684.50</b>	<b>13 Documents</b>
<input type="checkbox"/> Current (have not reached due date)	<b>43,379.93</b>	<b>9 Documents</b>
<input type="checkbox"/> 90 Days	<b>27,304.57</b>	<b>4 Documents</b>

Pay Other Amount | **Select Amount**

\*Disclaimer: Other Amount will be applied to oldest documents first.

**B**

**Last Payment Details**

Account <b>144927</b>	Payment Account <b>ACH Payment Account</b>
Payment Date & Time <b>02/18/2021 12:00 AM EST</b>	Amount Paid <b>9.00</b>
Confirmation Number <b>977929</b>	Payment Status <b>Scheduled</b>

View Payment History  
Auto-Pay Settings

**Reminder: 90 Days Past Due**

Any 90 days past due bills are subject to a late fee of 2%.

**C**

**D**

## Online Portal

Tailor your online billing & payment experience with our secure portal. You can view, search, and pay your invoices with ease. You have direct control and access to your documents and payment history. You can even schedule payments. Take the time to review this information to get started managing payments on your terms.

## Account Summary

- A. Browse, select and pay current and past-due balances.
- B. Direct link to individual invoices.
- C. Review details about your last payment.
- D. View the latest announcements.



# Summary | Open | Closed | Payment History | Settings

Total Balance: **\$70,684.50** | Pay Invoices | Print | Download | Move to Closed

Total Documents: 14 (0 selected) (USD) Total Amount: 90.00

PDF	Note	Dispute	Group	Invoice #	PO Number	Bill Date	Open Balance	Disc Amnt	Disc Date	Paid Online	DrId
<input type="checkbox"/>			Default Group	204121610	888	04/30/2021	41.20	0.00		0.00	N
<input type="checkbox"/>			Default Group	204121611	8889	04/30/2021	29.10	0.00		0.00	N
<input type="checkbox"/>			Default Group	204121636	ACP1754	04/30/2021	14404.21	21.80	04/30/2021	0.00	N
<input type="checkbox"/>			Default Group	203121610	888	03/30/2021	41.20	0.00		0.00	N
<input type="checkbox"/>			Default Group	203121611	8889	03/30/2021	29.10	0.00		0.00	N
<input type="checkbox"/>			Default Group	203121636	ACP1754	03/30/2021	14404.21	21.80	03/30/2021	0.00	N
<input type="checkbox"/>			Default Group	202022610	888	11/20/2020	41.20	0.00		11.20	N
<input type="checkbox"/>			Default Group	202022636	ACP1754	11/20/2020	14404.21	21.80	11/20/2020	0.00	N
<input type="checkbox"/>			Default Group	202021310	888	07/20/2020	41.20	0.00		38.50	N
<input type="checkbox"/>			Default Group	202021336	ACP1754	07/20/2020	14404.21	21.80	07/20/2020	45.47	N
<input type="checkbox"/>			Default Group	202020111	8889	04/20/2020	29.10	0.00		0.00	N
<input type="checkbox"/>			Default Group	202121610	888	02/30/2021	41.20	0.00		0.00	N

**E** **F** **G** **H**

## Additional Navigation

- E. View, download, pay and print open invoices.
- F. Paid invoices move here automatically.
- G. Access payment history and manage scheduled payments.
- H. Change account settings, manage users, edit payment methods and update notification settings.

Note: Some of these features are only available when paying through the portal. Check out our Online Portal Enrollment Instructions to learn how to activate your account. Or register at: <https://secure2.billtrust.com/swbindinglaminating/ig/signup>