

Online Portal Overview

Discover easy ways to navigate your online billing and payments portal

The screenshot shows the 'Summary' tab of the online portal. At the top, there are navigation links: Open, Closed, Payment History, and Settings. The main heading is 'Summary of Account Number: 144927'. Below this, a note states: 'Summary includes documents with positive and negative remaining balances. Documents with no open balance are not included.' There are three sections for document counts: 'Total Due' (70,684.50, 13 Documents), 'Current (have not reached due date)' (43,379.93, 9 Documents), and '90 Days' (27,304.57, 4 Documents). At the bottom left, there are buttons for 'Pay Other Amount' and 'Select Amount'. A disclaimer below reads: '*Disclaimer: Other Amount will be applied to oldest documents first.' On the right, the 'Last Payment Details' section shows: Account 144927, Payment Account ACH Payment Account, Payment Date & Time 02/18/2021 12:00 AM EST, Amount Paid 9.00, Confirmation Number 977929, and Payment Status Scheduled. Below this are links for 'View Payment History' and 'Auto-Pay Settings'. A 'Reminder: 90 Days Past Due' section at the bottom right states: 'Any 90 days past due bills are subject to a late fee of 2%.' Callouts A, B, C, and D are placed over the Summary, Pay buttons, Last Payment Details, and Reminder sections respectively.

A Summary

Summary of Account Number: **144927**

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

☐ **Total Due** **70,684.50** [13 Documents](#)

☐ **Current (have not reached due date)** **43,379.93** [9 Documents](#)

☐ **90 Days** **27,304.57** [4 Documents](#)

[Pay Other Amount](#) [Select Amount](#)

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

B

C Last Payment Details

Account **144927** Payment Account **ACH Payment Account**

Payment Date & Time **02/18/2021 12:00 AM EST** Amount Paid **9.00**

Confirmation Number **977929** Payment Status **Scheduled**

[View Payment History](#)
[Auto-Pay Settings](#)

D Reminder: 90 Days Past Due

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

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

The screenshot shows the 'Documents' tab of the online portal. At the top, there are navigation links: Summary, Open, Closed, Payment History, and Settings. Below these are buttons for 'Pay Invoices', 'Print', 'Download', and 'Move to Closed'. The main heading is 'Total Documents: 14 (0 selected)'. Below this is a table with columns: PDF, Note, Dispute, Group, Invoice #, PO Number, Bill Date, Open Balance, Disc Amt, Disc Date, Paid Online, and Drid. The table contains 14 rows of invoice data. Callouts E, F, G, and H are placed over the 'Pay Invoices', 'Print', 'Download', and 'Move to Closed' buttons respectively.

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

Summary Open Closed Payment History Settings

Total Balance: **\$75,684.50** [Pay Invoices](#) [Print](#) [Download](#) [Move to Closed](#)

Total Documents: 14 (0 selected) (USD) Total Amount: \$0.00

PDF	Note	Dispute	Group	Invoice #	PO Number	Bill Date	Open Balance	Disc Amt	Disc Date	Paid Online	Drid
			Default Group	204121610	888	04/30/2021	41.20	0.00	0.00	N	
			Default Group	204121611	8889	04/30/2021	29.10	0.00	0.00	N	
			Default Group	204121636	ACP1754	04/30/2021	14404.21	21.80	04/30/2021	0.00	N
			Default Group	203121610	888	03/30/2021	41.20	0.00	0.00	N	
			Default Group	203121611	8889	03/30/2021	29.10	0.00	0.00	N	
			Default Group	203121636	ACP1754	03/30/2021	14404.21	21.80	03/30/2021	0.00	N
			Default Group	202022610	888	11/20/2020	41.20	0.00	11.20	N	
			Default Group	202022636	ACP1754	11/20/2020	14404.21	21.80	11/20/2020	0.00	N
			Default Group	202021310	888	07/20/2020	41.20	0.00	36.50	N	
			Default Group	202021336	ACP1754	07/20/2020	14404.21	21.80	07/20/2020	45.47	N
			Default Group	202020111	8889	04/20/2020	29.10	0.00	0.00	N	
			Default Group	202121610	888	02/30/2021	41.20	0.00	0.00	N	

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. Speak with your representative to learn how to activate your account.

Enter contact information