



Online Portal Overview

Discover easy ways to navigate your online billing and payments portal

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. Take the time to review this information to get started managing payments on your terms.

Navigation

- A. OPEN:** View, download, pay and print open invoices
- B. CLOSED:** Paid invoices move here automatically
- C. PAYMENT HISTORY:** Access payment history and manage scheduled payments
- D. SETTINGS:** Change account settings, manage users, set up or edit payment methods and update notification settings



The screenshot shows the online portal interface. At the top, there are navigation tabs: 'Open' (selected), 'Closed', 'Payment History', and 'Settings'. The user's name 'Laondria Crawford' is visible in the top right. Below the tabs, there is a 'Total Balance: \$35.41' and an 'Inv Date' dropdown set to 'Last 120 Days' with a 'Clear Filters' button. Below this are four action buttons: 'Pay Bills', 'Print', 'Download', and 'Move to Closed'. The main area contains a table with the following columns: File, Note, Doc Type, Invoice #, PO Number, Inv Date, Due Date, Total Due, Disc Amt, Disc Date, Amt Paid, and Open Balance. A single invoice is listed with the following details:

File	Note	Doc Type	Invoice #	PO Number	Inv Date	Due Date	Total Due	Disc Amt	Disc Date	Amt Paid	Open Balance
		Invoice	S8819947.001	62819540	02/25/2025	03/10/2025	\$35.41	\$0.00		\$0.00	\$35.41

Note: Some of these features are only available when paying through the portal. Speak with your Accounts Receivable representative to learn how to activate your account.