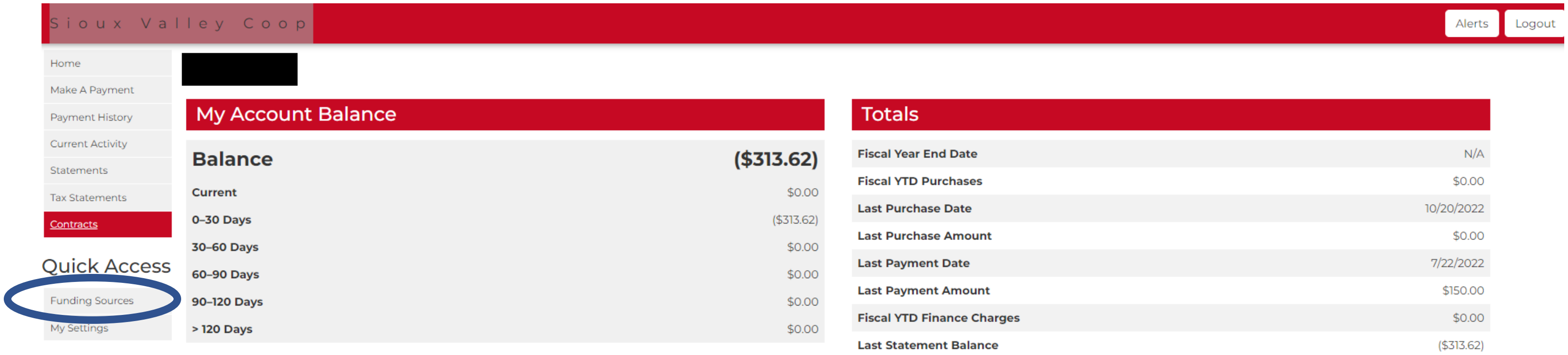
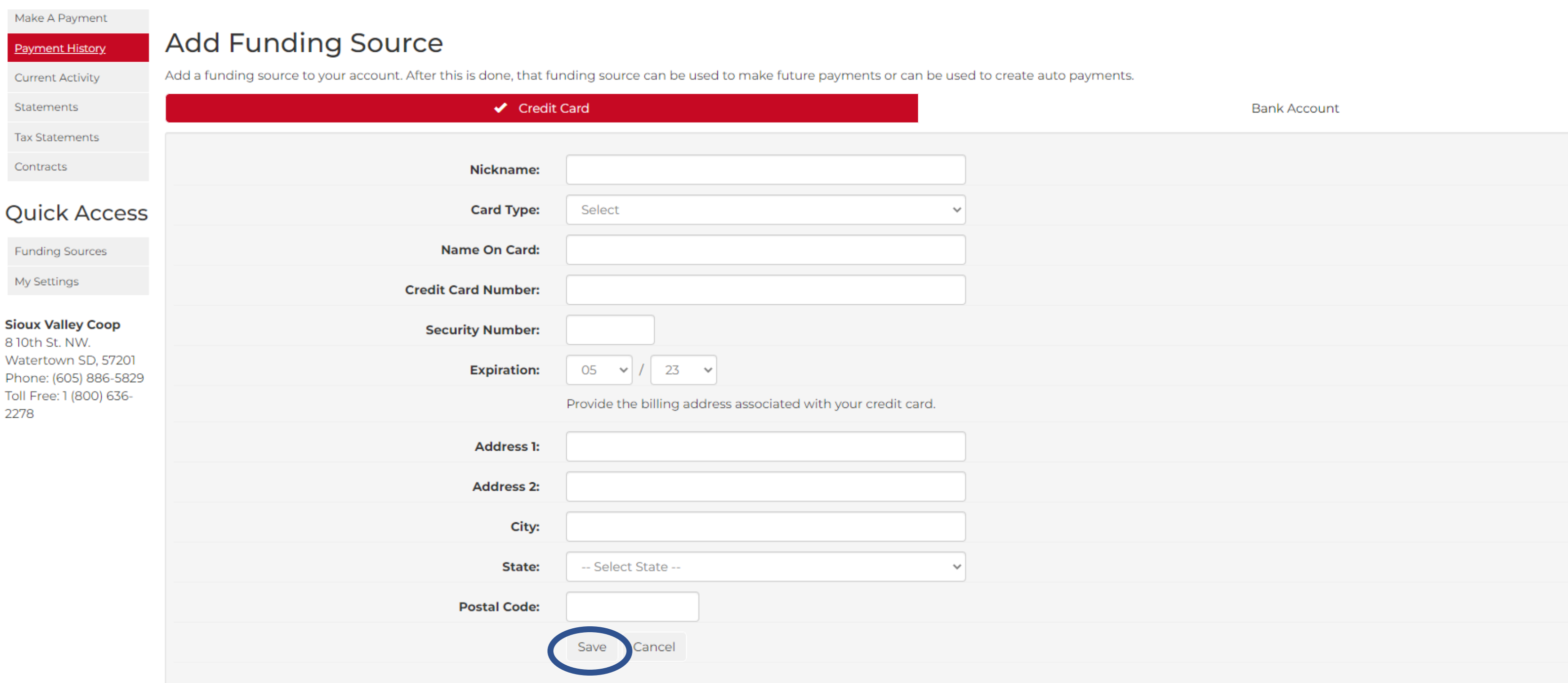
NEW PORTAL FEATURES REFERENCE GUIDE

1. Log into the Portal
2. From the Home Screen, click “Funding Sources” under Quick Access on the left hand side of the screen.

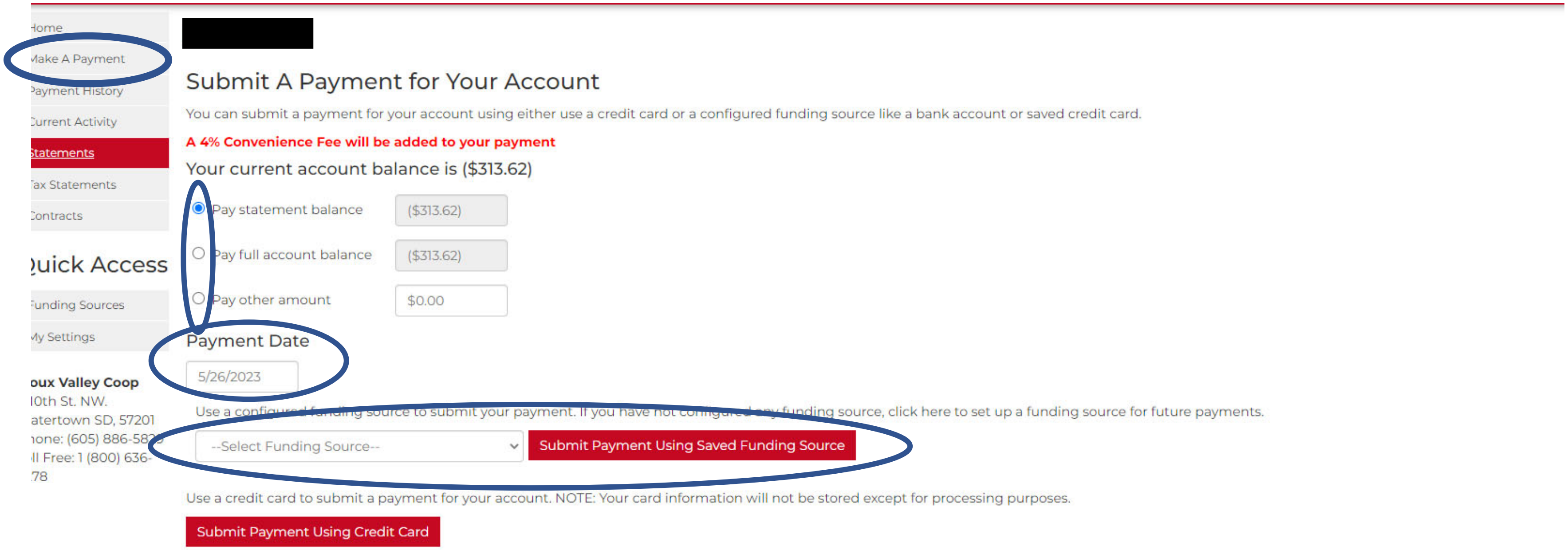


   a. Add Funding Source screen: Fill out the necessary information, and click “Save” at the bottom



b. After it's saved, you should be ready to make a payment.

3. To make a payment, click "Make a Payment"



a. If the balance on the account is in parenthesis, that is the credit on the account.
b. If a credit or debit card is used instead of a bank account, there is a 4% convenience fee added to the balance.
   i. This is noted multiple places on the screen
c. Select either "Pay Statement balance or Pay full account balance, or pay other amount.
d. Enter the payment date
e. Select your funding source
f. Click "Submit Payment Using Saved Funding Source"

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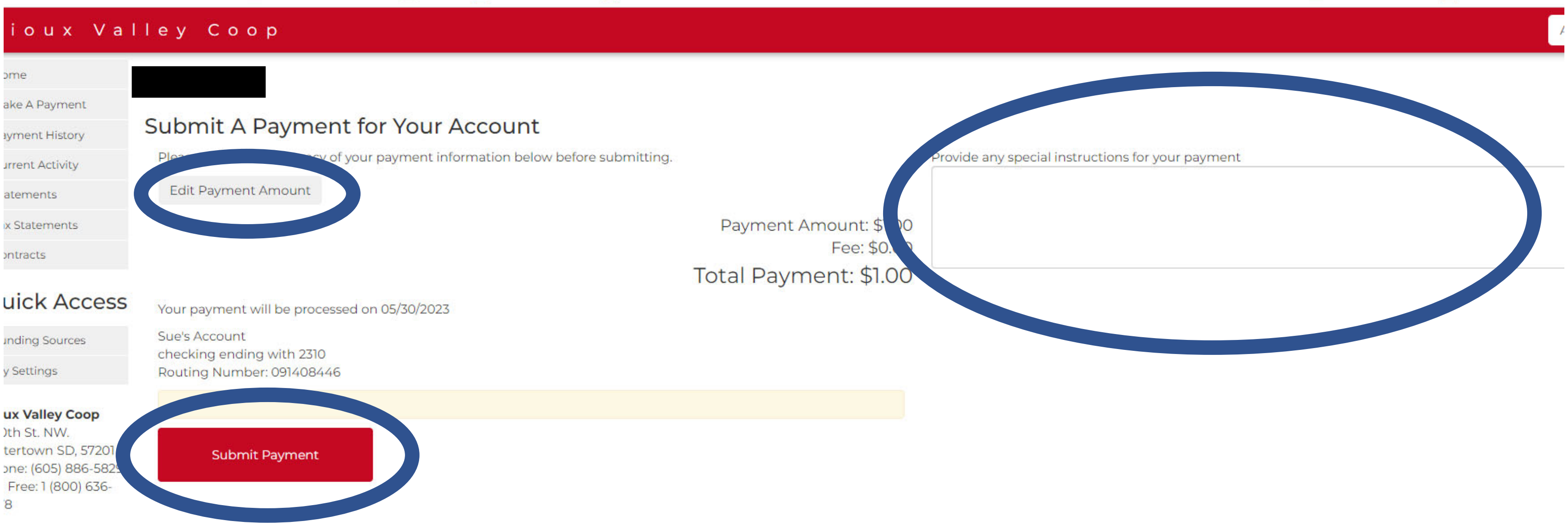
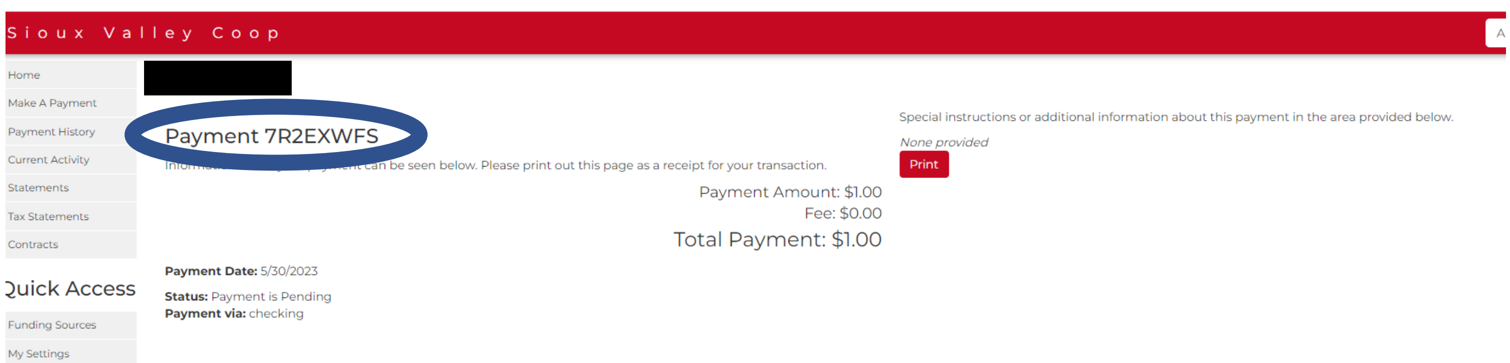
g. After clicking to submit the payment, your screen will be refreshed showing the payment details to confirm the amount is correct. From there, click “Submit Payment”



i. Notes can be added on this screen.

ii. Amount can also be edited here.

h. Screen will refresh with a payment reference number and payment details. Please feel free to save this information for your reference.



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Other Features:

Payment History Tab – Here you can see if there is a payment scheduled. Scheduled payments can be canceled from this screen as well by clicking the cancel button. After clicking to cancel, it will ask if you are sure.

[redacted]

Payment History

Listed below is a list of the payments that are scheduled to occur in the future.

Payment Date	Reference	Amount	Payment Type	
5/30/2023	7R2EXWFS	$1.00	checking	Are you sure? Yes No

Listed below is a history of the payments you have made against your account.

Payment Date	Reference	Amount	Payment Type
4/25/2023	IKGDK25Y	$1.00	checking
3/22/2023	EADHDPEV	$1.00	checking

Current Activity → See up to date account activity here

Statements → Monthly statements can be viewed or downloaded here – only the past 12 months are accessible

Contracts → Customer Order List Screen will show contract number, product description, prepay price, full price, remaining quantity, start date of contract, expiration date