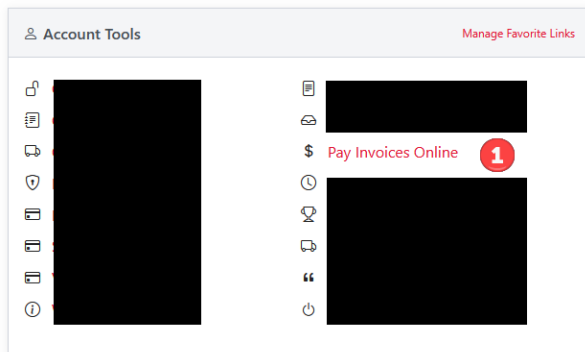


Invoice Payments User Guide

Our website allows you to pay invoices online using our Invoice Payments portal.

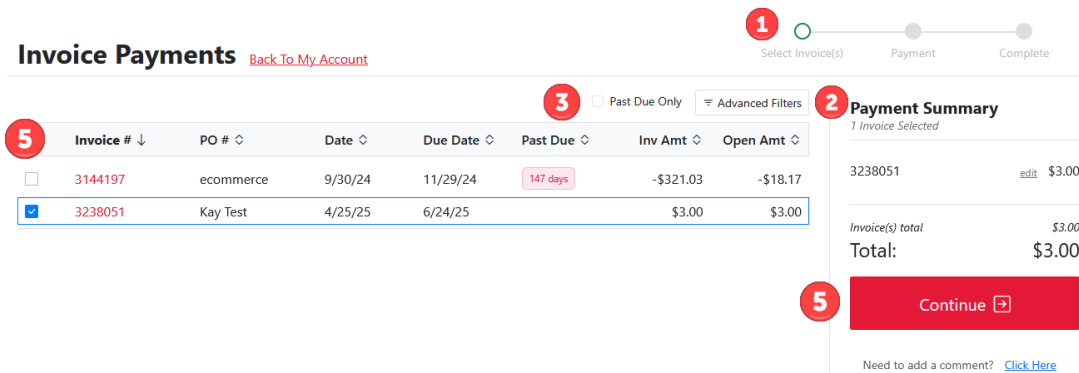
You can easily access the Invoice Payments Portal by visiting your My Account Portal page (click on your name in the header of the site).

Under the “Account Tools” area, there will be a link to “Pay Invoice Online” (1)



The Invoice Payments Portal will show you all your open invoices and allow you to select which items to pay.

- 1) This area indicates your progress along the Invoice Payment workflow
- 2) Advanced filter, you can select a start date and end date for invoices you wish to see
- 3) You can check this box to select all overdue invoice
- 4) The checkboxes next to each item indicate which invoices you are going to pay. Check the box in the header to select all invoices.
- 5) The Proceed to Payment button allows you to move to the next step and pay the selected invoices.



Invoice Payments [Back To My Account](#)

1 Select Invoice(s) | 2 Payment | 3 Complete

3 Past Due Only Advanced Filters

5 Invoice # ↓	PO # ↓	Date ↓	Due Date ↓	Past Due ↓	Inv Amt ↓	Open Amt ↓
<input type="checkbox"/> 3144197	ecommerce	9/30/24	11/29/24	147 days	-\$321.03	-\$18.17
<input checked="" type="checkbox"/> 3238051	Kay Test	4/25/25	6/24/25		\$3.00	\$3.00

2 Payment Summary
1 Invoice Selected

3238051 [edit](#) \$3.00

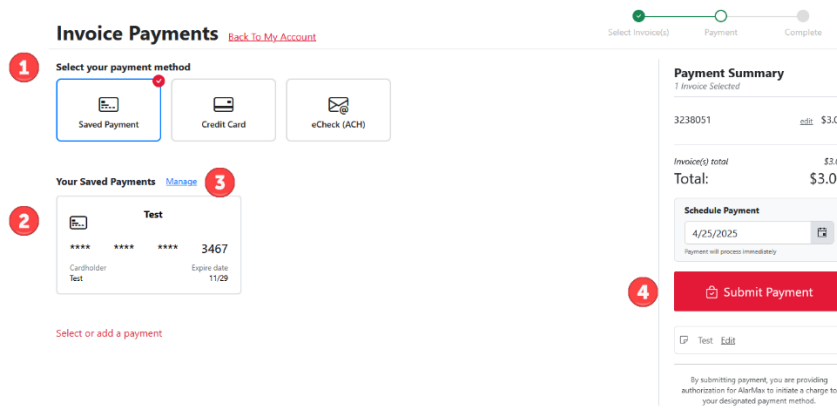
Invoice(s) total \$3.00
Total: \$3.00

5 [Continue](#)

Need to add a comment? [Click Here](#)

The Payment page allows you to indicate how you want to pay.

Invoice Payments User Guide



The screenshot shows the 'Invoice Payments' interface with a progress bar at the top: 'Select Invoice(s)' (completed), 'Payment' (current), and 'Complete'.

1 Select your payment method (Back To My Account)

Options: Saved Payment (selected), Credit Card, eCheck (ACH)

2 Your Saved Payments (Manage)

Cardholder: Test, Card number: **** * 3467, Expire date: 11/29

3 Select or add a payment

4 Submit Payment

Payment Summary (1 Invoice Selected)

3238051	edit	\$3.00
Invoice(s) total		\$3.00
Total:		\$3.00

Schedule Payment

4/25/2025

Payment will process immediately

Submit Payment

Test Edit

By submitting payment, you are providing authorization for AlarMax to initiate a charge to your designated payment method.

We recommend you save your payment method so that you can easily use it in the future. Note your payment is stored with a certified payment processor using bank level encryption. We cannot see your payment method details, but you can manage them via our Invoice Payment Portal.

- 1) Select your desired payment method.
 - a. If you select Credit Card or E-Check, you will be prompted enter your credit card or bank details.
 - b. If you select Saved Payment, you will be shown the payment methods you have previously saved.
- 2) This area will show you all your saved payment methods
- 3) If you need to add/edit/delete a saved payment method, click the "Manage Payments" link.

When you manage stored payments, you can add/edit payments as shown

Stored Payments

Credit card and E-Check information entered through this page is stored securely through a Credit Card Processor and not through the website.

Name for payment method

Required

Select your payment method


 Credit Card


 eCheck (ACH)

[Cancel](#)


[Create Payment](#)


Invoice Payments User Guide

Select whether you want to store a credit card or an e-check payment method

Credit Card:

Select your payment method


 Credit Card


 eCheck (ACH)

Card Information

<p>Name On Card <input style="width: 90%;" type="text"/></p> <p>Card Number <input style="width: 90%;" type="text" value="XXXX-XXXX-XXXX-XXXX"/></p> <p>Expiration Date Month <input style="width: 30px;" type="text"/> Year <input style="width: 30px;" type="text"/></p> <p>CVV <input style="width: 40px;" type="text" value="XXX"/></p>	<p>Address <input style="width: 80%;" type="text"/> Address 2 <input style="width: 80%;" type="text"/></p> <p>City <input style="width: 80%;" type="text"/> State <input style="width: 50px;" type="text" value="State"/> Zip <input style="width: 60px;" type="text"/></p> <p>Country <input style="width: 100px;" type="text" value="Select A Country"/> Phone Number <input style="width: 150px;" type="text"/></p>
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[Cancel](#) [Create Payment](#)

E-Check Payment:

Select your payment method


 Credit Card


 eCheck (ACH)

eCheck (ACH)

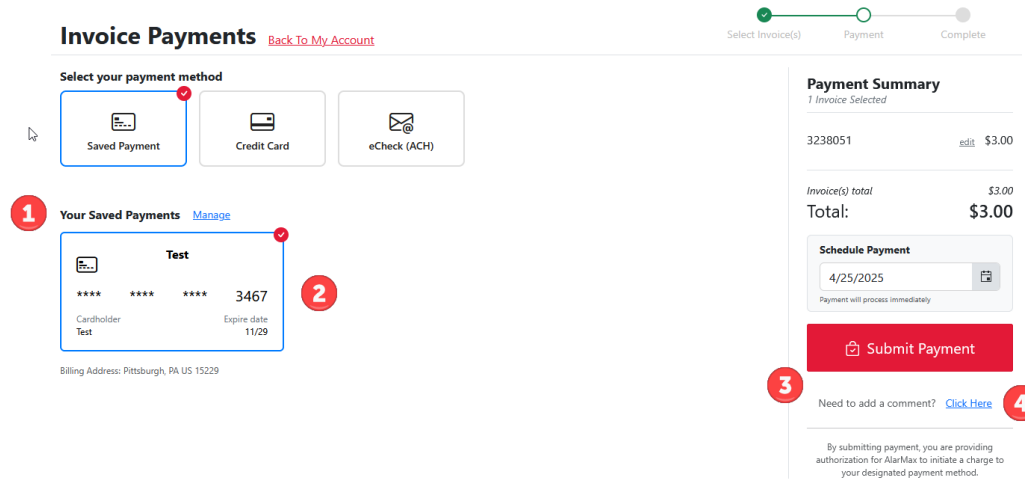
Account Type <input style="width: 90%;" type="text"/>	
Name on Account <input style="width: 90%;" type="text"/>	Routing Number <input style="width: 90%;" type="text"/>
Bank Name <input style="width: 90%;" type="text"/>	Account Number <input style="width: 90%;" type="text"/>



[Cancel](#) [Create Payment](#)

Enter your payment details and click the “Add Payment Option” button. After you have stored a payment method, you will see it displayed on the Manage Stored Payments screen

Invoice Payments User Guide



The screenshot shows the 'Invoice Payments' interface. At the top, there is a progress bar with three steps: 'Select Invoice(s)' (completed), 'Payment' (current), and 'Complete'. The main heading is 'Invoice Payments' with a link 'Back To My Account'. Below this, there are three payment method options: 'Saved Payment' (highlighted with a red circle 1), 'Credit Card', and 'eCheck (ACH)'. Under 'Your Saved Payments', a card for 'Test' is shown with a red circle 2. The card displays a masked card number ending in 3467, the cardholder name 'Test', and an expiration date of 11/29. Below the card is the billing address: 'Pittsburgh, PA US 15229'. To the right, the 'Payment Summary' shows '1 Invoice Selected' with ID 3238051 and a total amount of \$3.00. A 'Schedule Payment' section has a date field set to 4/25/2025. A red 'Submit Payment' button is highlighted with a red circle 3. Below the button, there is a comment field with a 'Click Here' link, highlighted with a red circle 4. A disclaimer at the bottom states: 'By submitting payment, you are providing authorization for AlarMax to initiate a charge to your designated payment method.'

Once you have added your payment method, return to the Invoice Payments (1).

Select your preferred saved payment method (2) by clicking anywhere in the gray payment information box. Enter any comments that are relevant for this payment in the comments box (4)

Finally click the "Submit Payment" button (3).

After submitting your payment, the Invoice Payments Process is complete.