



SAFE INDUSTRIES

ePay Advantage eBilling Website Guide

Logging into your Account

- After **CREATING YOUR LOGIN ACCOUNT**, the home screen will show your outstanding invoices:

SAFE INDUSTRIES

Make Payment Invoice History Payment History Wallet
SC Store Walk In ▾

Make Payment

Outstanding Invoices Select All

Invoice Number	Invoice Date	Due Date	Invoice Amount	Balance	Pay	Amount
INV010846	5/17/2017	5/17/2017	\$7.49	\$7.49	<input type="checkbox"/>	\$7.49
INV010707	5/12/2017	5/12/2017	\$8.56	\$8.56	<input type="checkbox"/>	\$8.56

Selected Transactions

Invoice Number	Balance	Payment
No invoices have been selected		

Prepayment Amount:

Additional Notes:

TOTAL: \$0.00

- If you click on the invoice number, the invoice opens in PDF format and you can download or print from this screen.

Invoice Detail X

Invoice	INV010707
Date	5/12/2017

Safe Industries
5031 HWY 153
Easley, SC 29642

Bill To:

PRIMARY
5031 Highway 153
Easley, SC 29642-9164
United States

Ship To:

PRIMARY
5031 Highway 153
Easley, SC 29642-9164
United States

CUSTOMER ID	CUSTOMER NAME	PURCHASE ORDER NO.	GSO NUMBER	WARRANTY NUMBER	SALESPERSON ID	SHIPPING METHOD	PAYMENT TERMS
SCSTORE00001	SC Store Walk In	OPEN HOUSE			STEFANIECOLLINS	STORE CUSTOMER	PAID IN FULL CASH

QUANTITY	U OF M	ITEM CODE	DESCRIPTION	COMMENTS	UNIT PRICE	DISCOUNT%	EXT PRICE
1	EACH	LXFGS_HTX	HXFGS-HTX Premium Heaby Duty Glove Strap - Extra Wide Turnout Tan Black Hardware		\$8.00	\$0.00	\$8.00

Comments:

Sub Total:	\$8.00
Miscellaneous:	\$0.00
Tax:	\$0.56
Freight:	\$0.00
Trade Discount:	\$0.00
Total:	\$8.56
Amount Due:	\$8.56

- To make a payment, check the boxes beside the invoices you would like to pay. By checking the boxes, the amounts of the invoices populate in the Amount field and show you your total payment at the bottom.

Outstanding Invoices [Advanced Search](#)

[Clear Selected](#) [Select All](#)

Invoice Number	Invoice Date	Due Date	Invoice Amount	Balance	Pay	Amount
INV010351	5/2/2017	6/1/2017	\$107.00	\$107.00	<input checked="" type="checkbox"/>	107.00
INV010346	5/2/2017	6/1/2017	\$186.56	\$186.56	<input checked="" type="checkbox"/>	186.56
INV010350	5/2/2017	6/1/2017	\$760.02	\$760.02	<input type="checkbox"/>	\$760.02
INV010349	5/2/2017	6/1/2017	\$549.08	\$549.08	<input type="checkbox"/>	\$549.08
INV010344	5/2/2017	6/1/2017	\$125.08	\$125.08	<input checked="" type="checkbox"/>	125.08
INV010352	5/2/2017	6/1/2017	\$235.32	\$214.12	<input type="checkbox"/>	\$214.12
INV010348	5/2/2017	6/1/2017	\$654.02	\$654.02	<input type="checkbox"/>	\$654.02
INV010345	5/2/2017	6/1/2017	\$184.44	\$184.44	<input type="checkbox"/>	\$184.44
INV010347	5/2/2017	6/1/2017	\$106.00	\$106.00	<input type="checkbox"/>	\$106.00
INV009496	3/31/2017	4/30/2017	\$259.70	\$259.70	<input type="checkbox"/>	\$259.70

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[Export](#)

Selected Transactions

Invoice Number	Balance	Payment
INV010344	\$125.08	\$125.08
INV010346	\$186.56	\$186.56
INV010351	\$107.00	\$107.00

Prepayment Amount:

Additional Notes:

TOTAL: \$418.64

[Next >>](#)

- On the next screen, your stored wallet entries will show and you can select which method you wish to pay your invoices with. If you have not entered a payment method or would like to add a new one, click "+Add New Entry"

Review & Pay

Selected Transactions

Invoice #	Balance	Payment
INV010707	\$8.56	\$8.56
INV010846	\$7.49	\$7.49

Total: \$16.05

Payment Options

Select	Tender Type	Account Number	Exp Date/Routing #
<input checked="" type="radio"/>	ECheck	XXXXX6789	XXXXX6789
<input type="radio"/>	Visa	XXXXXXXXXXXX1111	10/2020

[+ Add New Entry](#)

Pay Now

Pay Later

[Review Terms and Conditions](#)

I accept the terms and conditions of the above agreement

[Cancel](#)


[Submit](#)

Adding Credit Card Wallet Entry

- Fill in the appropriate information including your billing information. You can check the box that says "Default Credit Card" so that it will automatically select that card going forward. Click save at the bottom of the screen to save your information.

Credit Card E-Check

Payment Information

Card Number *
4111-1111-1111-1111 

Exp. Date *
10 20

First Name * Middle Initial Last Name *
Test Card

Default Credit Card

Billing Information

Street Address *
5031 HWY 153

City * State/Province Zip/Postal Code *
Easley SC 29642

Country *
United States

Phone
Phone with country code. (e.g.19094824701)

Email

Close

Save

- You will then see your credit card/E-Check information saved on your screen. All of the credit card information will be stored on your account except the CVV2 code which you will be required to enter whenever making a payment.

Payment Options

Select	Tender Type	Account Number
<input checked="" type="radio"/>	Visa	XXXXXXXXXXXX1111

Card Security Code:

Type in your CVV2 code and you can either choose to pay now or schedule a date to pay later.

Pay Now

Pay Later

Review Terms

Cancel

Calendar for June 2017. The date 21 is selected.

June 2017						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Adding an E-Check Wallet Entry

- Fill in the appropriate information including your billing information. You can check the box that says "Default Checking Account" so that it will automatically select that card going forward. Click save at the bottom of the screen to save your information.

WalletCreate

ADD TO WALLET

Credit Card E-Check

Payment Information

Account Type
Checking

Acct Number * 123456789 ABA * 123456789

First Name * Test Middle Initial Last Name * Checking

Driver Lic SSN

Default Checking Account

Billing Information

Street Address * 5031 Highway 153

City * Easley State/Province SC Zip/Postal Code * 29642-9164

Country * United States

Phone 8648457175

Email mmartin@safeindustries.com

Close Save

- Once your wallet entry is saved, it will show like this:



Review & Pay

PREPAYMENT AMOUNT	\$5.00
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TOTAL: \$5.00

PAYMENT OPTIONS

Note: The bolded line is primary wallet entry for either credit card or eCheck.

SELECT	TENDER TYPE	ACCOUNT NUMBER	EXP DATE/ROUTING #
<input checked="" type="radio"/> 	ECheck	XXXXX6789	XXXXX6789
<input type="radio"/> 	Visa	XXXXXXXXXXXX1111	10/2020

Add Ne

Payment Confirmation Screen

- Once you select your payment option, hit submit. A confirmation page will generate with your order number and transaction details.

Confirmation

Safe Industries

5031 HWY 153

Easley, SC 29642

Payment Number: WEBPMT0000000005
Created Date: 6/21/2017
Status: Processed
Process Date: 6/21/2017
Amount: \$1,150.10

Transaction Details

Capture Amount: \$1,150.10
Type: Visa
Card / Account Number: XXXXXXXXXXXX1111
Billing Address: Test Card
 5031 HWY 153
 Easley, SC 29642
 United States

Status: Approved
Origination ID: 0
Authorization Code: 000000


Paid Invoice List

Invoice #	Amount Applied
INV010346	\$186.56
INV010344	\$125.08
INV010348	\$654.02
INV010345	\$184.44
Total: \$1,150.10	

After you have completed your first payment on your customer portal your wallet entries will save and you will not have to repeat this process unless using a new card or using another checking account.

Invoice History Tab

- On your portal, you can also view all of your historical invoices by going to the Invoice History tab. You can always click on an invoice to view and download a PDF or print.



Make Payment Invoice History Payment History Wallet Administrative Pages ▾ CSR: mmartin ▾

Invoice History

Advanced Search

SCSTORE00001



Invoice Number	Invoice Date	Last Payment Date	Amount
INV010711	5/12/2017	5/11/2017	\$32.10
INV010683	5/12/2017	5/11/2017	\$40.01
INV010681	5/12/2017	5/11/2017	\$658.05
INV010715	5/12/2017	5/11/2017	\$4.82
INV010849	5/17/2017	5/11/2017	\$11.56
INV010608	5/10/2017	5/10/2017	\$19.26
INV010734	5/15/2017	5/15/2017	\$47.08
INV010852	5/17/2017	5/11/2017	\$52.17
INV010735	5/15/2017	5/12/2017	\$34.24
INV010544	5/8/2017	5/8/2017	\$10.70

Payment History Tab

- You can view your payment history on the Payment History Tab. If you hit advanced search, it opens a search-able fields in which you can put in a transaction number or date range to search in.

Payment History

Advanced Search

SCSTORE00001




Transaction Number - Date -

Transaction Number	Type	Date	Amount
PYMNT000000007154	Payment	5/11/2017	\$52.17
PYMNT000000007135	Payment	5/10/2017	\$42.80
PYMNT000000007152	Payment	5/11/2017	\$78.97
PYMNT000000007139	Payment	5/10/2017	\$19.26
PYMNT000000007277	Payment	5/15/2017	\$47.08
PYMNT000000007158	Payment	5/11/2017	\$77.04
PYMNT000000007324	Payment	5/11/2017	\$27.93
PYMNT000000007205	Payment	5/11/2017	\$40.01
PYMNT000000007059	Payment	5/8/2017	\$10.70
PYMNT000000007214	Payment	5/11/2017	\$4.82

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Wallet Tab

- The Wallet Tab will show you any of your stored credit cards or E-Checks.



Make Payment Invoice History Payment History Wallet

Wallet

+ Add New Entry

Action	Tender Type	Account Number	Exp Date/R
	ECheck	XXXXX6789	XXXXX6789
	Visa	XXXXXXXXXXXX1111	10/2020

Profile Drop Down Menu

- If you hit the drop down menu on the far right side, you will have a drop down menu that provides you with a quick reference to your current balance due.

The screenshot shows a dark blue header bar with the text "SC Store Walk In" and a downward arrow. Below it, a white dropdown menu is displayed. The menu contains the following items:

- Balance Due: **\$16.05**
- Available Credit: **\$0.00**
- Net Balance: **\$16.05**
- Account Summary
- Apply Credits
- Process Prepayment
- Scheduled Payments
- Manage Additional Logins
- Profile
- Logout

Account Summary

- If you click on "Account Summary" this will take you to your current balance information, your most recent outstanding invoices and your most recent payments. You can also click on "View All Open Invoices" and it will take you to the payment screen. Same with "View All Payment History" this will take you to the payment history tab.

Account Summary

SCSTORE00001

SC Store Walk In

Outstanding Invoices

TOTAL BALANCE DUE:	\$16.05	SEND REMINDER
TOTAL AVAILABLE CREDIT:	\$0.00	VIEW AVAILABLE CREDIT
NET BALANCE:	\$16.05	

INVOICE #	DATE	DUE DATE	TOTAL	BALANCE DUE
INV010846	5/17/2017	5/17/2017	\$7.49	\$7.49
INV010707	5/12/2017	5/12/2017	\$8.56	\$8.56
				View All Open Invoices

Payment History

PAYMENT NUMBER	TYPE	DATE	AMOUNT
PYMNT000000007359	Payment	5/18/2017	\$69.55
PYMNT000000007276	Payment	5/15/2017	\$31.03
PYMNT000000007277	Payment	5/15/2017	\$47.08
PYMNT000000007292	Payment	5/12/2017	\$48.15
PYMNT000000007199	Payment	5/12/2017	\$34.24
			View All Payment History

Processing Prepayments

- ▮ If you would like to process a prepayment, click on the process prepayment link on your profile drop down menu. We ask that you reference in the comments which quote or order number you are requesting to process the prepayment for. Hit the Pay button once you fill out the amount:

Process Prepayment

Prepayment Amount PAY

Comment

- Once you hit pay, it will take you to the Review and Pay screen. Enter your security code if using a credit card and choose whether to pay now or later. You **must check the box to agree to our terms and conditions**. You may click on “Review Terms and Conditions” to view them. Click submit.

Review & Pay

PREPAYMENT AMOUNT	\$15.00
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TOTAL: \$15.00

PAYMENT OPTIONS

Note: The bolded line is primary wallet entry for either credit card or eCheck.

SELECT	TENDER TYPE	ACCOUNT NUMBER	EXP DATE/ROUTING #
<input checked="" type="radio"/>	Visa	XXXXXXXXXXXX1111	10/2020

Add New Entry

Card Security Code:

Pay Now

Pay Later

[Review Terms and Conditions](#)

I accept the terms and conditions of the above agreement

CANCEL

SUBMIT

Once your payment has been processed it will take you a confirmation page.