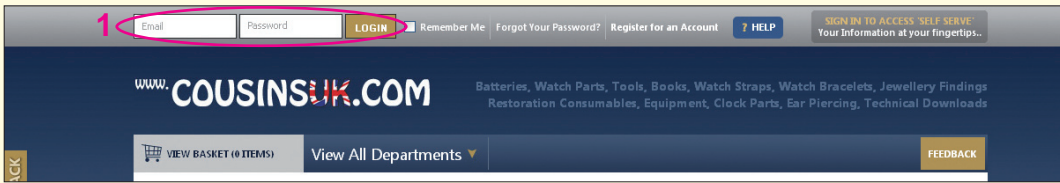
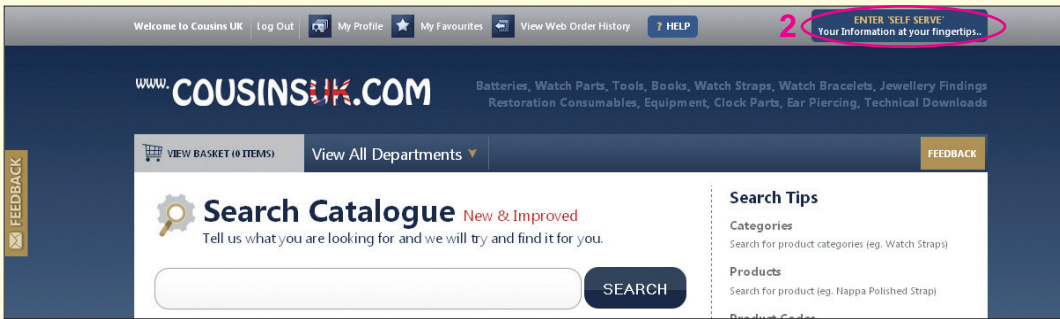


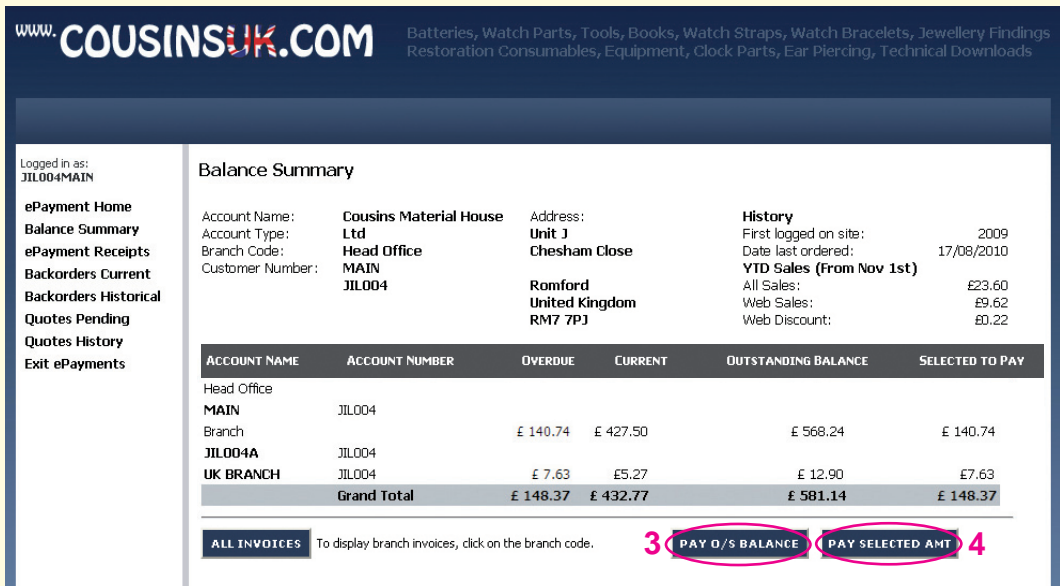
HOW TO MAKE A PAYMENT FOR A MONTHLY ACCOUNT = STEPS 1 to 10



1. Log In

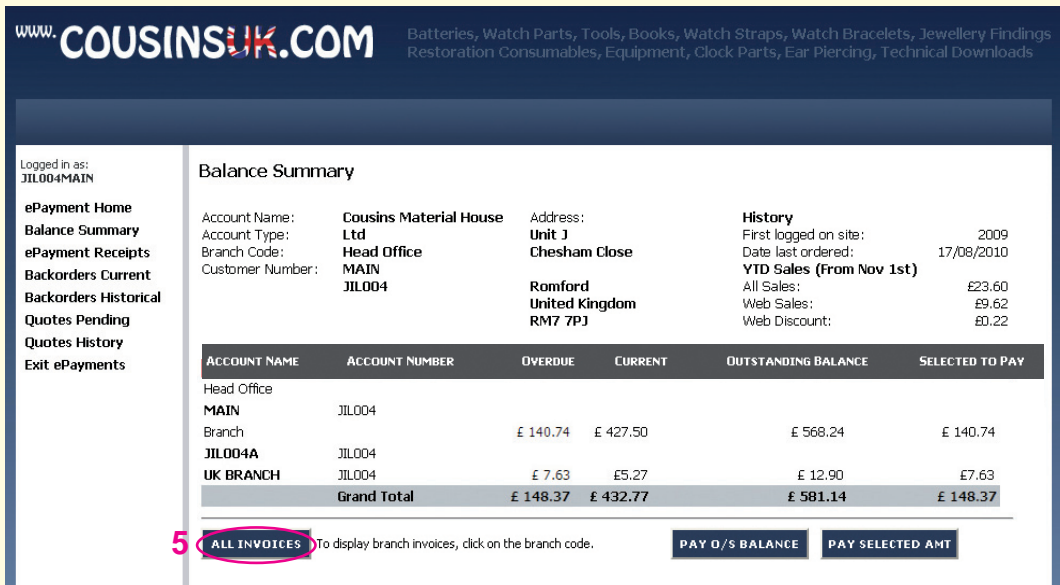


2 Click "Enter Self Serve"



3 To pay your total outstanding balance, click "Pay O/S Balance", then follow the steps to enter your card details

4 To pay your overdue balance, click "Pay Selected Amt", then follow the steps to enter your card details



5 To select the invoices you wish to pay, click "All Invoices"

Logged in as:
JIL004MAIN

- ePayment Home
- Balance Summary
- ePayment Receipts
- Backorders Current
- Backorders Historical
- Quotes Pending
- Quotes History
- Exit ePayments

Account Details

Account Name: **Cousins Material House Ltd** Address: **Unit J**
 Account Type: **Head Office** **Chesham Close**
 Branch Code: **MAIN**
 Customer Number: **JIL004** **Romford**
United Kingdom
RM7 7PJ

INVOICE REF.	TRANS DATE	DUE DATE	AMOUNT	INCLUDE IN PAYMENT
1234567	24-05-10	30-06-10	£140.74	DR <input checked="" type="checkbox"/>
1245678	28-06-10	31-07-10	£7.63	DR <input checked="" type="checkbox"/>
1345678	01-08-10	30-09-10	£5.27	DR <input checked="" type="checkbox"/>
1356789	24-08-10	30-09-10	£427.50	DR <input type="checkbox"/>
TOTAL BALANCE			£581.14	

7 **SUBMIT**

AB33 JIL004 £ 0.00 £ 0.00 £ 0.00 £ 0.00

6 Select or deselect invoices by clicking the boxes here.

7 Once all the invoices you wish to pay are ticked, click "Submit"

Logged in as:
JIL004MAIN

- ePayment Home
- Balance Summary
- ePayment Receipts
- Backorders Current
- Backorders Historical
- Quotes Pending
- Quotes History
- Exit ePayments

Balance Summary

Account Name: **Cousins Material House Ltd** Address: **Unit J** **History**
 Account Type: **Head Office** **Chesham Close** First logged on site: 2009
 Branch Code: **MAIN** Date last ordered: 17/08/2010
 Customer Number: **JIL004** **Romford** **YTD Sales (From Nov 1st)**
United Kingdom All Sales: £23.60
RM7 7PJ Web Sales: £9.62
 Web Discount: £0.22

ACCOUNT NAME	ACCOUNT NUMBER	OVERDUE	CURRENT	OUTSTANDING BALANCE	SELECTED TO PAY
Head Office					
MAIN	JIL004				
Branch		£ 140.74	£ 427.50	£ 568.24	£ 140.74
JIL004A	JIL004				
UK BRANCH	JIL004	£ 7.63	£5.27	£ 12.90	£ 12.90
Grand Total		£ 148.37	£ 432.77	£ 581.14	£ 153.64

ALL INVOICES To display branch invoices, click on the branch code.

PAY O/S BALANCE

PAY SELECTED AMT

8 The "Selected To Pay" amount has amended

9 Click "Pay Selected Amt"

10 Follow the steps to enter your card details