

Welcome to the New Online Bill Pay

A Quick Walk Through – Effective March 12, 2021



Online Bill Pay



To pay your invoices online, you may click on the **“Online Bill Pay”** link at the top right of every page or the **“\$ Pay Invoices Online”** link found on the My Account Page.

The screenshot displays the website's header and navigation menu. At the top right, the user's name "Lori (101593)" and "Logou" are visible, with the "Online Bill Pay" link highlighted in a red oval. Below the header is a search bar and a shopping cart icon showing a total of \$13,118.40. The navigation menu includes "Products", "Place an Order", "Dealer Resources", "About Us", and "My Account". The "My Account" section is expanded, showing "Shopping Tools" and "Account Tools". In the "Account Tools" section, the "\$ Pay Invoices Online" link is highlighted in a red oval.

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Lori (101593) | Logou | Online Bill Pay

Outdoor Equipment Distributors, Inc.

Search by keywords or item #s... Search

\$13,118.40

Products Place an Order Dealer Resources About Us My Account Follow Us: f

Shopping Tools Manage Favorite Links

- Favorites List
- Order Templates
- Search History
- Wish Lists
- Frequently Ordered Items
- Saved Carts
- Set Checkout Defaults

Account Tools Manage Favorite Links

- Change Password
- Customer Resources
- Open Backorders
- Privacy Settings
- Recent Web Orders
- View Orders
- Web Account Info
- Current Statement
- Invoices & Shipments
- \$ Pay Invoices Online**
- Purchase History
- Track Orders
- View Quotes
- Logout

Admin Tools Manage Favorite Links

- Emulate User
- View Salesrep Accounts



Online Bill Pay – Step One

This screenshot shows where you select which invoice(s) you want to pay. You can filter invoices by date or previous month. Your total shows at the bottom of the screen.

There are two options to pay your bill online.

You have the option of selecting all open invoices by clicking on the toggle button to the left of the word **"Invoice"**.

This toggle can either select all or deselect all.

You can also select individual invoices you wish to pay by clicking on the toggle button(s) to the left of the invoice number(s) desired.

Invoice Payments

Select Invoice(s) — Payment — Review — Complete

Start Date End Date Invoices from Previous Month [Clear all](#)

<input type="checkbox"/>	Invoice	Inv Date	PO #	Due Date	Past Due (Days)	Inv Amount	Open Amount	Payment Amount
<input checked="" type="checkbox"/>	INV-959053	1/24/21	PON-31936	2/23/21	8	\$38.17	\$38.17	<input type="text" value="\$38.17"/>
<input checked="" type="checkbox"/>	INV-966391	2/27/21	PON-35849	3/29/21	--	\$170.15	\$170.15	<input type="text" value="\$170.15"/>
<input type="checkbox"/>	INV-922839	11/13/20	PON-34461	12/13/20	79	\$903.35	\$903.35	<input type="text"/>
<input type="checkbox"/>	INV-953643	1/9/21	PON-36303	2/8/21	23	\$682.51	\$682.51	<input type="text"/>
<input checked="" type="checkbox"/>	INV-938325	12/1/20	PON-34257	12/31/20	62	\$54.15	\$54.15	<input type="text" value="\$54.15"/>
<input checked="" type="checkbox"/>	INV-974641	11/25/20	PON-36853	12/25/20	67	\$236.27	\$236.27	<input type="text" value="\$236.27"/>
<input type="checkbox"/>	INV-926013	12/16/20	PON-30718	1/15/21	47	\$248.14	\$248.14	<input type="text"/>
<input type="checkbox"/>	INV-947931	2/5/21	PON-31923	3/7/21	--	\$574.93	\$574.93	<input type="text"/>
<input type="checkbox"/>	INV-992918	11/20/20	PON-31556	12/20/20	72	\$116.47	\$116.47	<input type="text"/>
<input type="checkbox"/>	INV-960892	12/11/20	PON-36194	1/10/21	51	\$830.81	\$830.81	<input type="text"/>

Total Payment: \$498.74

[<< Cancel & Return To My Account](#)

[Proceed to Payment](#)

Online Bill Pay – Step Two

Choose your preferred method of payment: Credit Card, Saved Payment, or E-Check.

- **Credit Card** – a 3% convenience fee will automatically be charged using this method
- **E-Check or Bank Account** – no convenience fee will be charged using this method

This redesigned payment page includes a mini-summary of your selected invoices, with the total clearly displayed on the right-hand side.

Invoice Payments

Select Invoice(s) — **Payment** — Review — Complete

Payment

Select your Payment Method

Credit Card Saved Payment E-Check

Credit Card Info

Name on Card Card Type

Card Number CVV

Expiration Date

Billing Address

Address

City State

Country Phone Number

Save Card for Later

[← Back](#)

Payment Summary

4 Invoice(s) Selected

INV-959053	\$38.17
PO: PON-31936 Inv Date: 1/24/21	
INV-966391	\$170.15
PO: PON-35849 Inv Date: 2/27/21	
INV-938325	\$54.15
PO: PON-34257 Inv Date: 12/1/20	
INV-974641	\$236.27
PO: PON-36853 Inv Date: 11/25/20	

Invoice(s) Total: \$498.74
Convenience Fee: \$9.97
Total Payment: \$508.71

[Review your Payment](#)

E Check

Enter Check Information

Account Type

Bank Name

Routing Number Account Number Check Number

Name on Account

Routing Number

Account Number

Signature

Online Bill Pay – Step Three



Here, you can review the invoices you have selected as well as your total. You also have the option to add comments to accompany your payment.

Invoice Payments

Select Invoice(s) — Payment — **Review** — Complete

Invoices Selected

Invoice #	Inv Date	Due Date	Days Past Due	PO #	Inv Amount	Open Amount	Payment Amount
INV-959053	1/24/21	2/23/21	8	PON-31936	\$38.17	\$38.17	\$38.17
INV-966391	2/27/21	3/29/21	-	PON-35849	\$170.15	\$170.15	\$170.15
INV-938325	12/1/20	12/31/20	62	PON-34257	\$54.15	\$54.15	\$54.15
INV-974641	11/25/20	12/25/20	67	PON-36853	\$236.27	\$236.27	\$236.27

Comments

Invoice(s) Total: \$498.74
Convenience Fee: \$9.97
Total Payment: \$508.71

Submit Payment

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Online Bill Pay – Confirmation



Once a payment is complete, this screen shows your confirmation receipt. You will also receive an email with a similar receipt, or you can simply print this page.

Invoice Payments

Select Invoice(s) — Payment — Review — **Complete**



Invoice Payment Complete!

You can make another payment or go back to My Account.

Invoice Payment Receipt

Invoice #	Inv Date	Due Date	Days Past Due	PO #	Inv Amount	Open Amount	Payment Amount
INV-959053	1/24/21	2/23/21	8	PO#-31936	\$38.17	\$38.17	\$38.17
INV-966391	2/27/21	3/29/21	-	PO#-35849	\$170.15	\$170.15	\$170.15
INV-938323	12/1/20	12/31/20	62	PO#-34257	\$54.15	\$54.15	\$54.15
INV-974641	11/25/20	12/25/20	67	PO#-36853	\$236.27	\$236.27	\$236.27
						Invoice(s) Total:	\$498.74
						Convenience Fee	\$9.97
						Total Payment:	\$508.71