



# Payment Processing Guide



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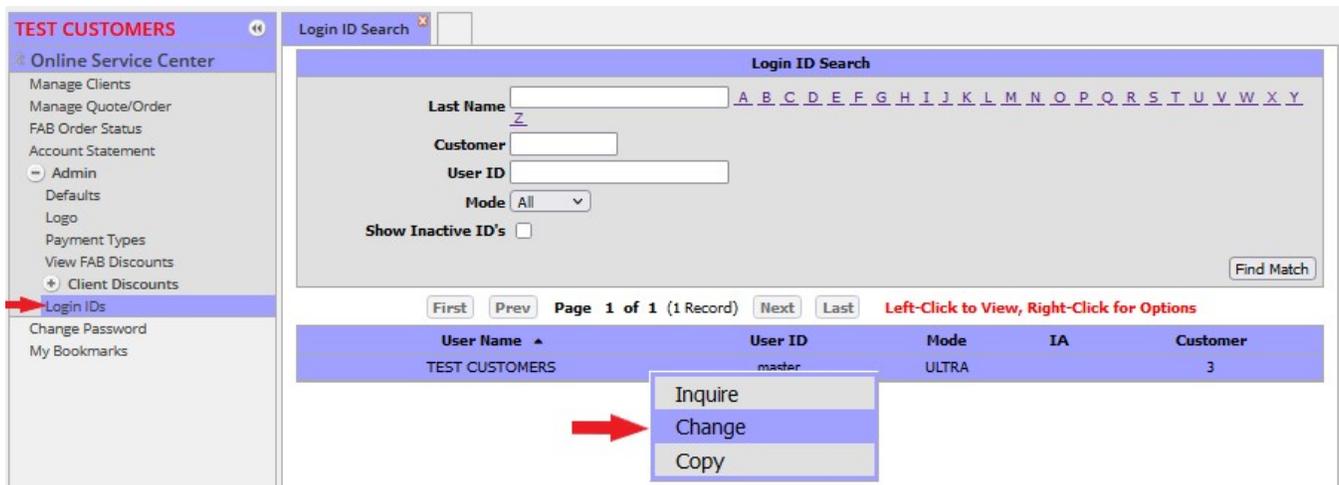
### Payment Processing

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# Setting Your Payment PIN

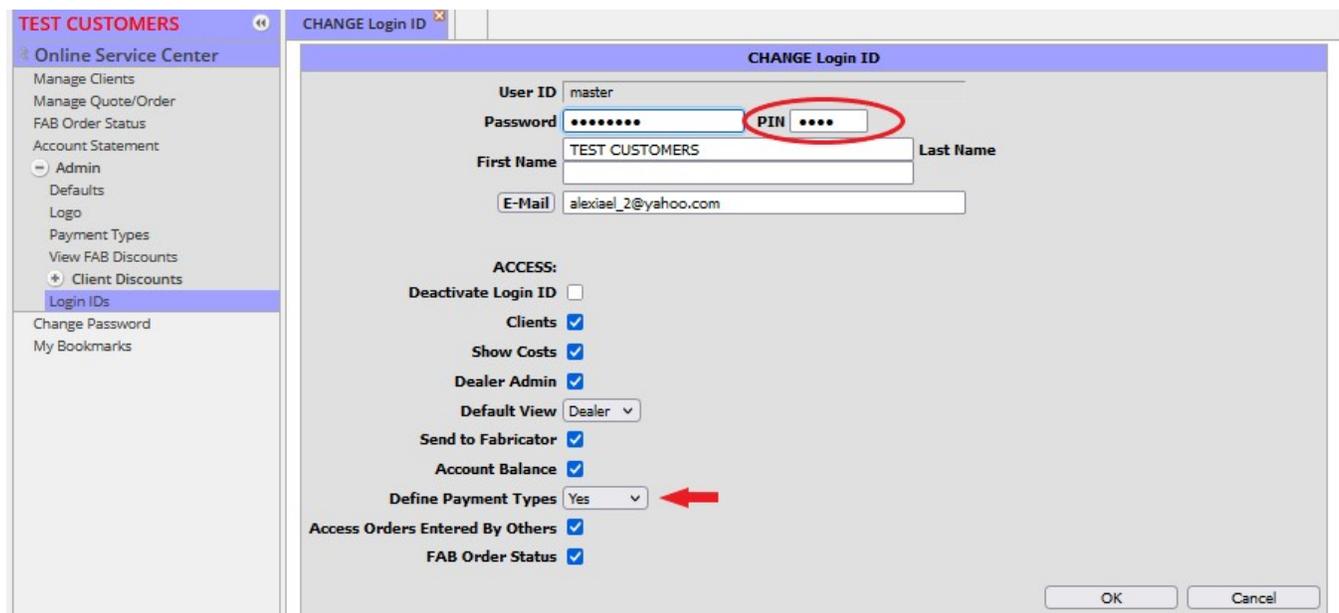
Your account payment PIN can be set up by accessing the LOGIN IDS tab on the left side menu.

Right click on the account ID for which you would like to set up the PIN number and click CHANGE on the menu that appears.



Set your PIN number on the CHANGE LOGIN IDS screen. You will need to enter this PIN number whenever you are ready to make a payment.

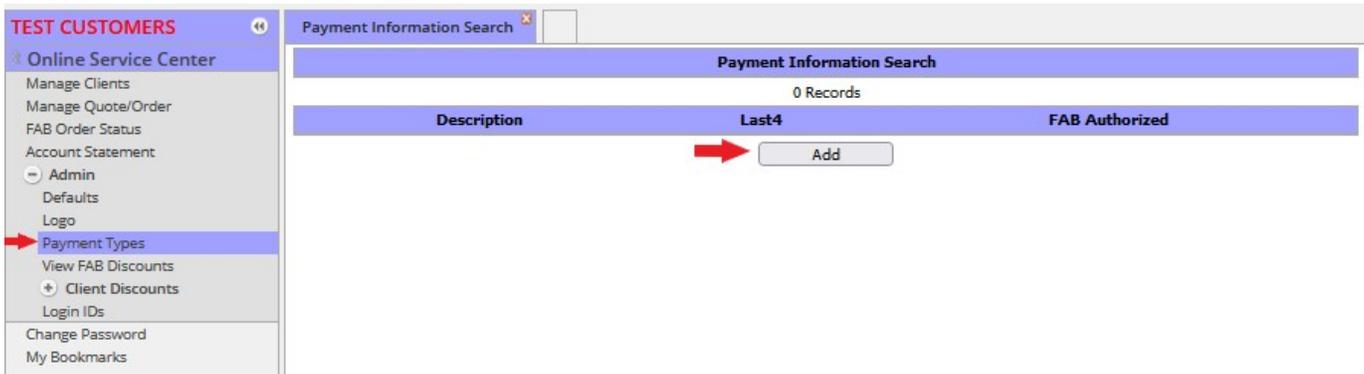
Once your PIN information has been entered, check that DEFINE PAYMENT TYPES option is set to YES. This will allow you to add payment information to your account. Click OK to save information.



# Adding Payment Information

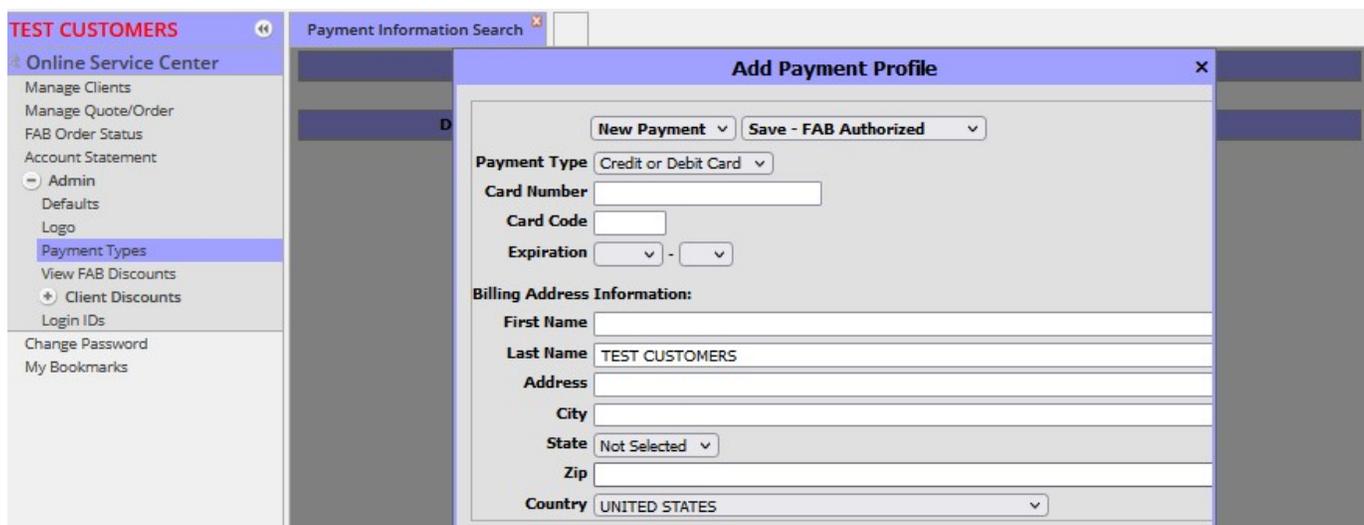
In order to add payment information, make sure that you have selected YES on the DEFINE PAYMENT TYPES option under LOGIN IDS. See instructions above in Setting Your Payment PIN.

To add payment options to your account, click PAYMENT TYPES on the left side menu and select add. Online payment information can be added by credit card or by ACH. You are able to add multiple forms of payment to your account if desired.



Select the payment type you would like to set up on the drop down menu. Complete the payment setup by entering the required information and clicking SAVE.

Please note your payment information will be maintained by a secured payment processor. CACO will only be provided with your payment type, last 4 of the account number and expiration date in the case of credit cards.



# Review Your Account Balance

To view your account balance, click the Account statement tab on the left side menu. Your accounts receivable totals are shown at the top left. All open invoices are listed. To view an invoice, click on the invoice number. You can search for a specific invoice by using the search function on the top right corner of the screen.

The screenshot shows the 'Account Balance Status' page. On the left is a navigation menu with 'Account Statement' selected. The main content area displays account summary information:

- A/R Totals \$**: Current 398.00, 31 Days 0.00, 61 Days 0.00, 91 Days 0.00, 121+days 0.00, Unapplied 0.00.
- Credit Limit \$ 2,000.00**
- Open Orders \$ 156.00**
- Less Deposits \$ 0.00**
- Order Balances \$ 156.00**
- Plus Invoices \$ 398.00**
- Total Outstanding \$ 554.00**
- Available Limit \$ 1,446.00**

Search fields include Invoice, Date, Order, Sidemark, and PO. A 'Find Match' button is at the bottom right. Below the summary is a table with one record:

Invoice	Due Date	Order	Sidemark	PO	Total	Balance
377422	03/05/2022	492569	021522	TEST 021522	\$ 398.00	\$ 398.00

Buttons for 'Invoice Listing', 'Current Statement', and 'Make Payment' are located below the table.

# Make Invoice Payments

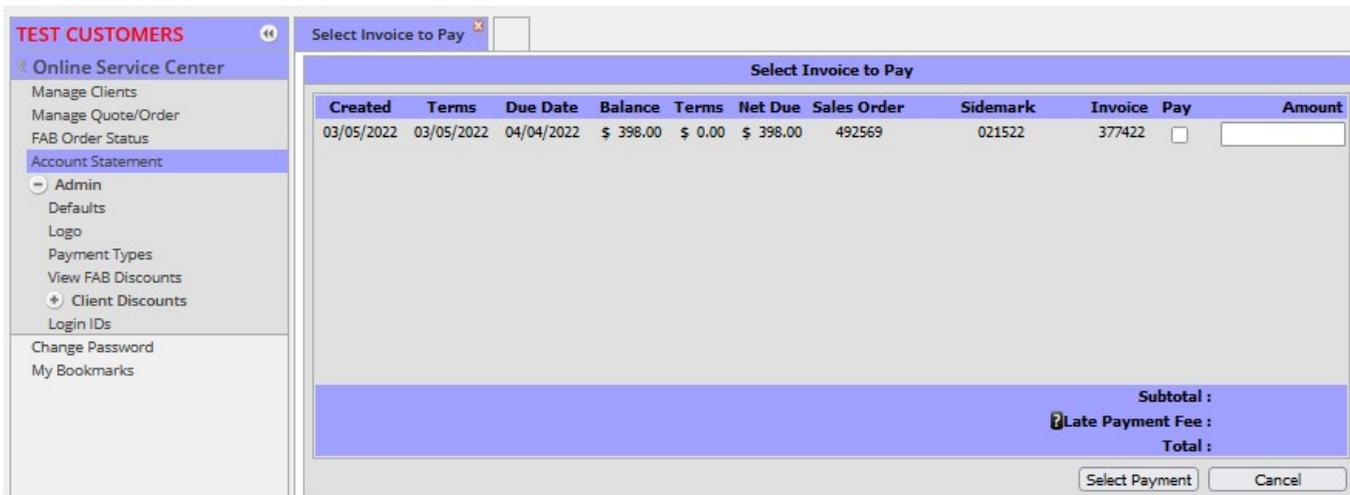
To make payments on invoices, click MAKE PAYMENT\* to indicate the amount you will be paying on the invoice.

Payments can be made through your customer portal via credit card or bank information. CACO, Inc. will make adjustments to your balance for payments made by phone, fax, email or for payments received in the mail.

*\*Before making payments, you must set up your payment information. See Setting Your Payment PIN and Adding Payment Information below for instructions.*

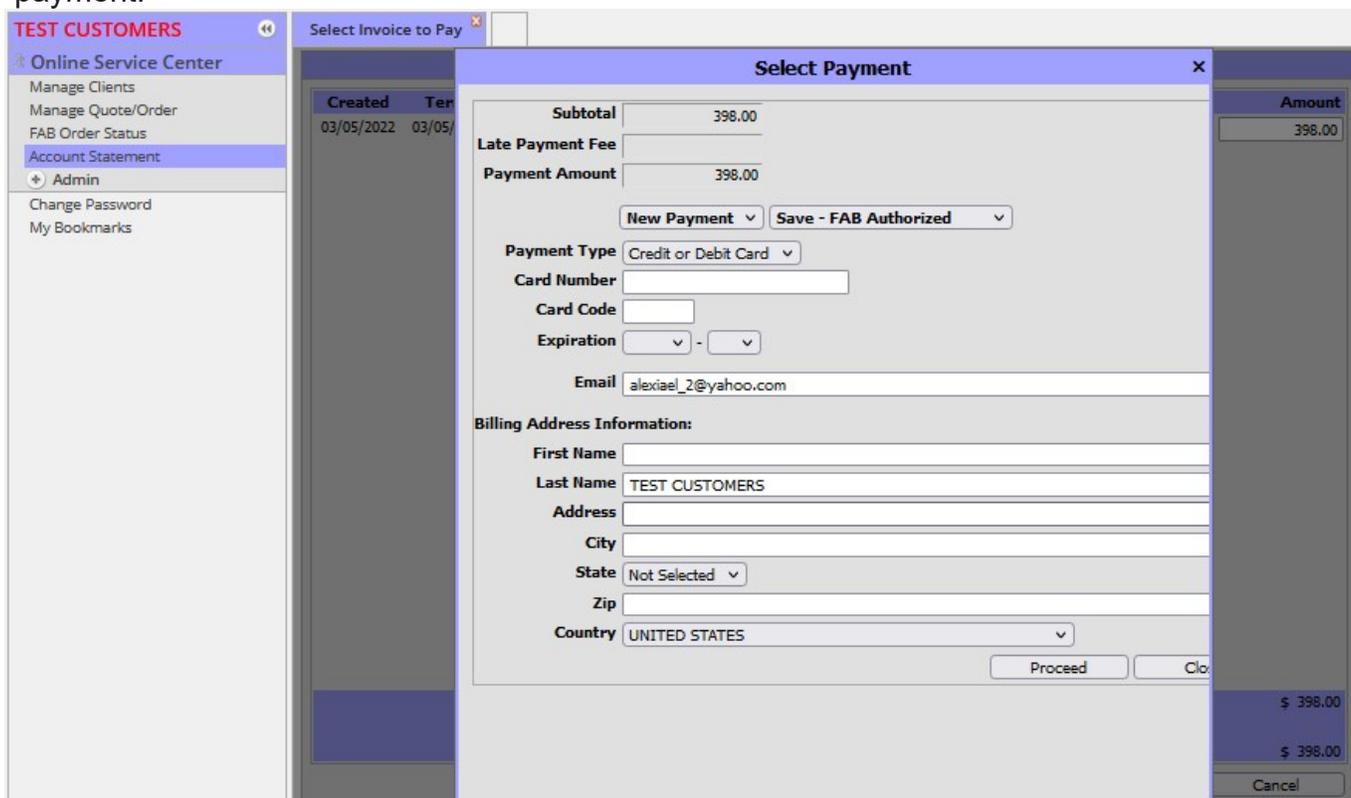
This screenshot is identical to the one above, but with a red arrow pointing to the 'Make Payment' button in the bottom navigation bar.

Select invoices to for payment and the click the SELECT PAYMENT button.



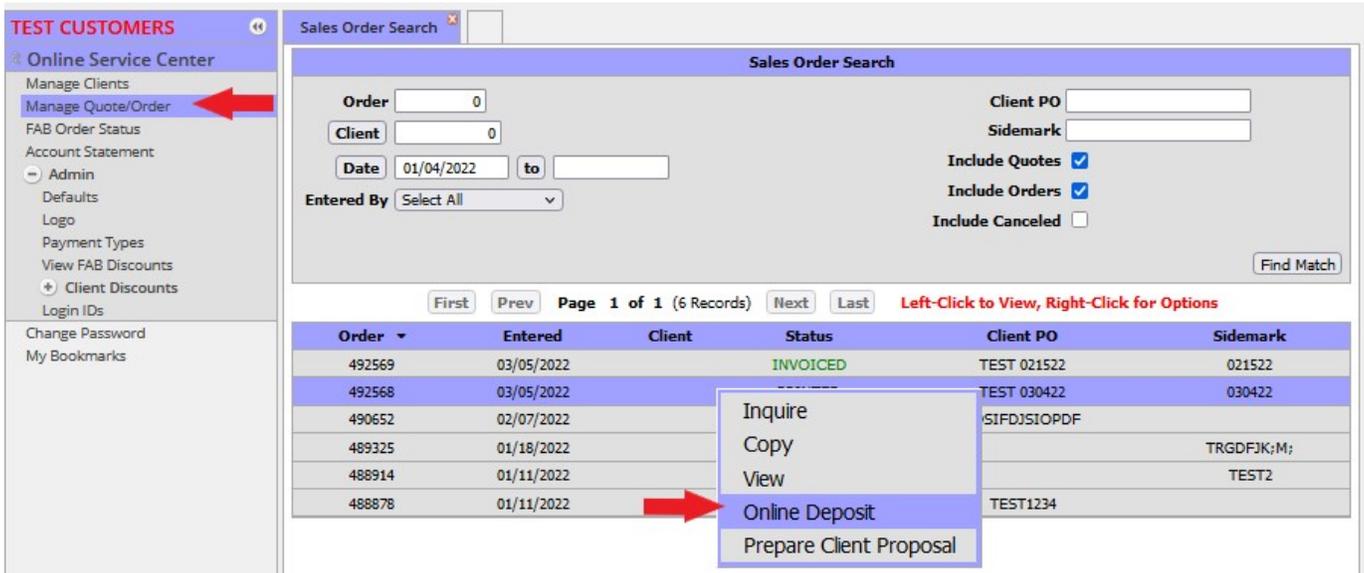
Enter PIN on next page to access payment page.

Select saved payment method or add new payment method and click PROCSS to complete payment.

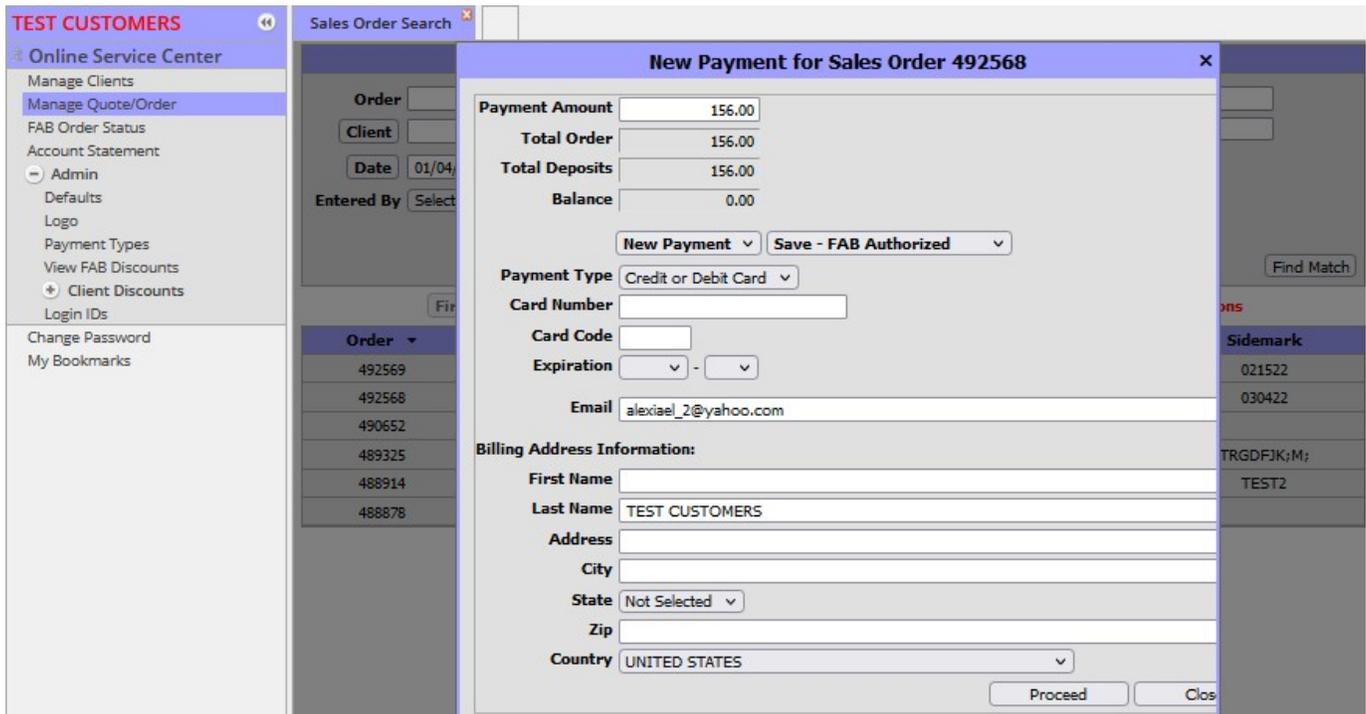


# Making Payments for Deposits and Pay in Advance Accounts

Click the MANAGE QUOTE/ORDER to list sales orders. Right click on the order you need to make a payment on and then click on the Online Deposit on the menu that appears.



A new window will appear that will allow you to use a previous saved payment method or add a new one.



Online Deposits can be made anytime an order is in the Internet Hold or Credit Hold. Please note Deposits or Partial Payments can only be accepted when requested or with pre-approved by the Credit department.