


How To Use Your E-Pay Portal



Solutions for document management.



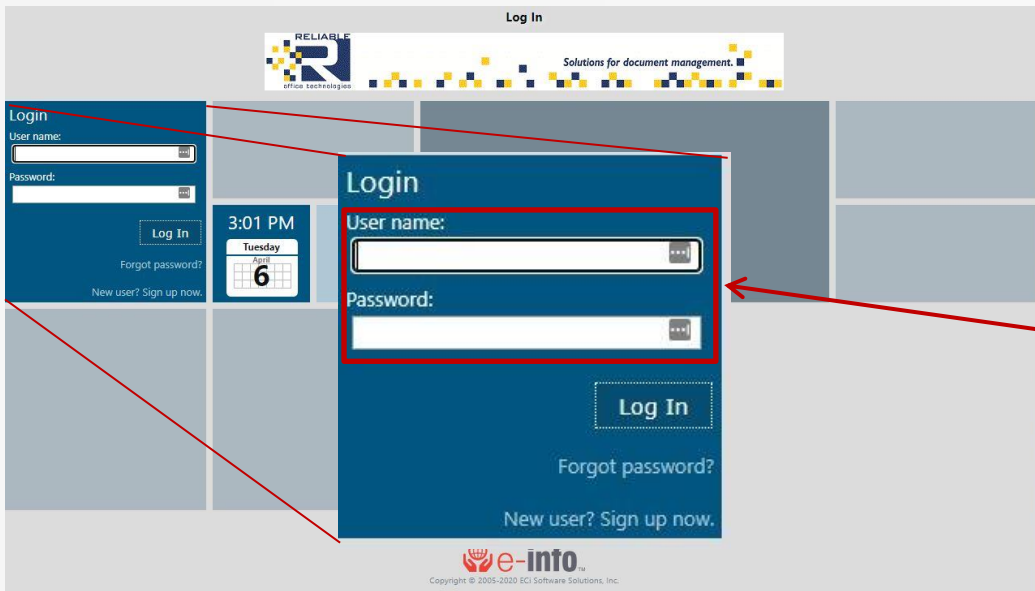
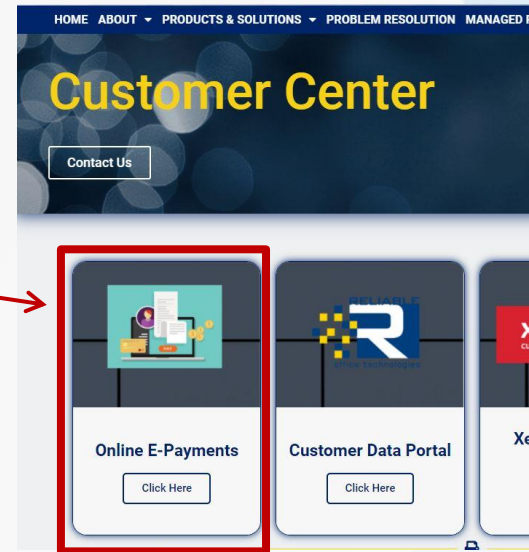
To access E-Pay is an easy process. Just go to our website www.rotcsolutions.com. And click on the “Customer Center” link in the top of the page.



The screenshot shows the top portion of the Reliable Office Technologies website. The header features the company logo on the left, which includes a large stylized 'R' composed of blue and yellow squares, with the text 'RELIABLE office technologies' and 'Solutions for document management.' to its right. On the right side of the header, there are social media icons for Facebook, Twitter, and LinkedIn, followed by the phone number '(800) 564-0989 Ext. 0'. Below the phone number is a 'CompliAssure Secured' badge with a 'CLICK TO VERIFY' link. A red arrow points from the text above to this badge. To the right of the phone number is a '28th Anniversary' seal with three stars. A dark blue navigation bar contains the following links: HOME, ABOUT, PRODUCTS & SOLUTIONS, PROBLEM RESOLUTION, MANAGED PRINT SERVICES, CONTACT US, CUSTOMER CENTER (highlighted with a red box), and BLOG. Below the navigation bar is a large image of office equipment, including a copier and a printer, with the text 'Check Out Our Award-Winning Product Line!' overlaid in blue.



In the customer center, you will see “Online E-Payments”. When you click the link, it will open a new page.



It will open the E-Info portal page. Just put in your User Name and Password and click on “Log In”



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You will be taken to your company portal. You will see a box labeled "Invoices".

In this box you can see 2 listings. One for your recent invoices and another for all of your invoices. If you click on the Recent, you will see your current invoices

RELIABLE office technologies Solutions for document management.

Customer Gateway for:
Reliable Office Tech. - Supplies (R002) - 211 S. Jefferson St. - Frederick, MD 21701

Switch location

Search
Find: Invoice

4:10 PM
Wednesday
April 7

Account summary
Active Status
0.01 Current balance
500 Credit limit

Invoices
1 Recent (last 30 days)
2 All invoices
History Aging Pay All

Account settings
--- Payment methods

Help

Powered by e-info
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Invoices
1 Recent (last 30 days)
2 All invoices
History Aging Pay All

You will be taken to your recent invoices.

To pay on the invoice, put a check in the box on the one you want, and then click the “Pay” button.

You will then see the payment screen.

First, choose a payment date. Then, choose a payment method. If you don't have one on file, you can add it here. Click on the check box, then on the box next to “Method”

You can then select a saved method, or choose to add a new one.

Back Print Home

— Invoices —

Within last 30 days

Number	Type	Date	Due Date	PO Number	Invoice Total	Due	Pay	Status
AR138341	Misc. Charge Invoice	4/7/2021	5/7/2021	---	0.01	0.01	<input type="checkbox"/>	Unpaid
AR138302	Misc. Charge Invoice	4/6/2021	5/6/2021	---	0.01	0.01	<input type="checkbox"/>	Unpaid

2 list items Pay: ---

Cancel Submit Payment Methods Print

— Payment —

Schedule new payment

Amount: 0.01

Date: 4/9/2021

Use existing payment method or add and save a new payment method.

Method: ...

Invoices included in payment

Number	Due Date
AR138302	5/6/2021

1 list item

Schedule new payment

Amount: 0.01

Date: 4/9/2021

Method: ...

April 2021

Su	Mo	Tu	We	Th	Fr	Sa
				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	

Invoices included in payment

Number
AR138302

Select Payment Method

Method
Use new payment method

Cancel

Pay Status

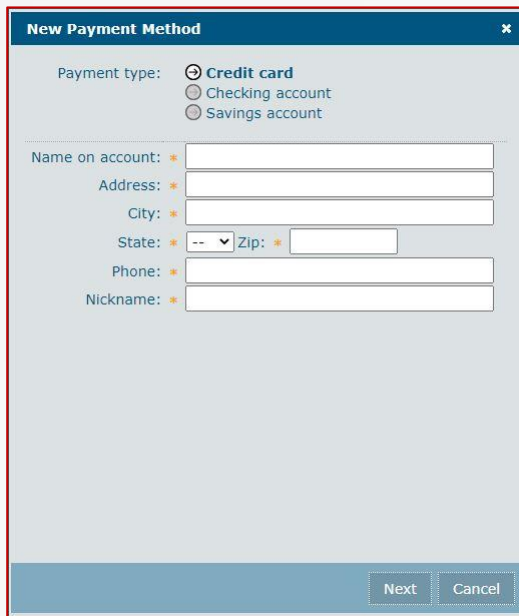
<input checked="" type="checkbox"/>	Unpaid
<input type="checkbox"/>	Unpaid

Pay: 0.01

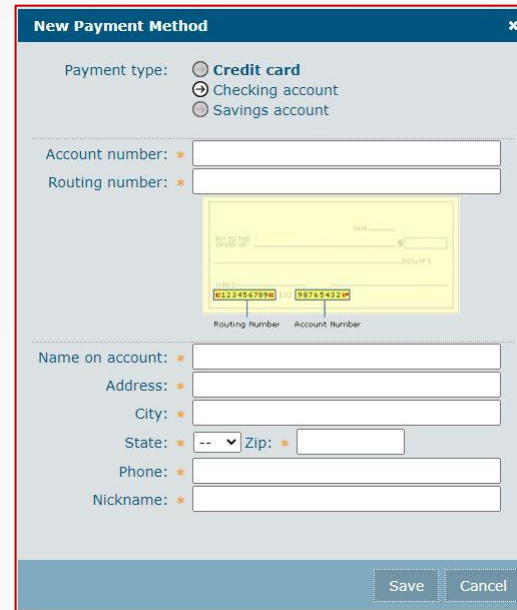
Since this example does not have a payment method saved, we will show you how to add one. You have 3 options available for saved payment methods, Credit Card, Checking, or Savings accounts.

With Credit Cards, there is a 3.5% processing fee on each payment.
With Checking or Savings accounts there is no fee!

Just fill in the required information and click on “Next” or “Save”



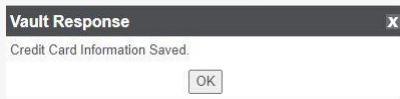
The screenshot shows a dialog box titled "New Payment Method" with a close button (X) in the top right corner. The "Payment type" section has three radio buttons: "Credit card" (selected), "Checking account", and "Savings account". Below this, there are several input fields: "Name on account:" (required), "Address:" (required), "City:" (required), "State:" (dropdown menu), "Zip:" (required), "Phone:" (required), and "Nickname:" (required). At the bottom right, there are "Next" and "Cancel" buttons.



The screenshot shows a dialog box titled "New Payment Method" with a close button (X) in the top right corner. The "Payment type" section has three radio buttons: "Credit card", "Checking account" (selected), and "Savings account". Below this, there are input fields for "Account number:" (required) and "Routing number:" (required). A yellow box contains a sample check with the routing number "01224547890" and account number "097654321". Below the check, there are labels for "Routing Number" and "Account Number". Below the check, there are input fields for "Name on account:" (required), "Address:" (required), "City:" (required), "State:" (dropdown menu), "Zip:" (required), "Phone:" (required), and "Nickname:" (required). At the bottom right, there are "Save" and "Cancel" buttons.

You will then be taken to the secure vault to enter in the rest of the payment information. Just fill out the form fields and click on “Submit”

It will then give you a response message:



Click Ok and you will be taken back to the payment window.

Now just click on "Submit" and your payment will then be processed. You will then be taken to the Payment Confirmation screen, where you can print the invoice receipt.

Congratulations! You are now able to pay all of your invoices via our E-Pay portal.

Cancel Submit Payment Methods Print

— Payment —

Schedule new payment

Amount: 0.01
Date: 4/9/2021
 Use existing payment method or add and save a new payment method.
Method: x1532 - Office

Invoices included in payment

Number	Due Date	Due
AR138341	5/7/2021	

1 list item

Cancel Payment Print Home

— Payment —

Scheduled payment (Confirmation number: 01643)

Amount: 0.01
Date: 4/9/2021
Method: x1532 - Office

Invoices included in payment

Number	Due Date	Due
AR138341	5/7/2021	0.01

1 list item