

ADVANCED

BUSINESS EQUIPMENT



How to Pay ABE Invoices by Card or ACH on the Juice Payments Portal

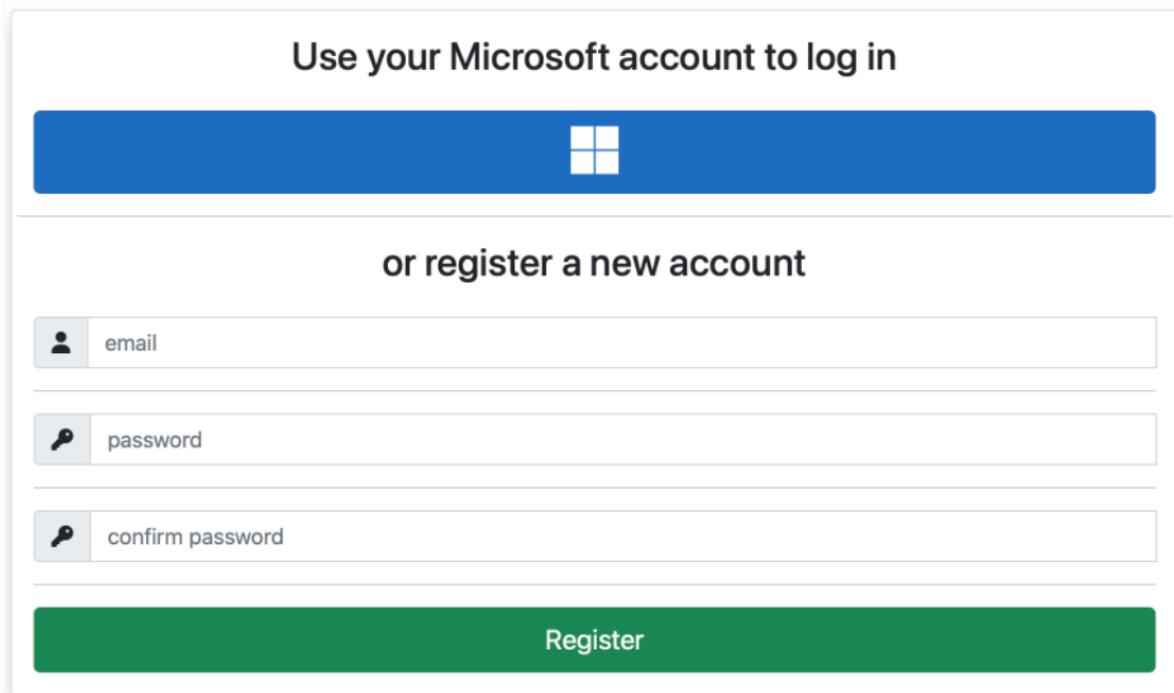
Register, Make a Payment, Set Up Auto-Pay

HOW TO CREATE A LOGIN

You can view and download copies of invoices, pay open invoices online using ACH or CC, and set up auto pay, all on the Juice Payments portal.

To have access to all these options you will need to sign up.

Go to <https://payments.ceojuice.com/abe> and select **Sign up**.



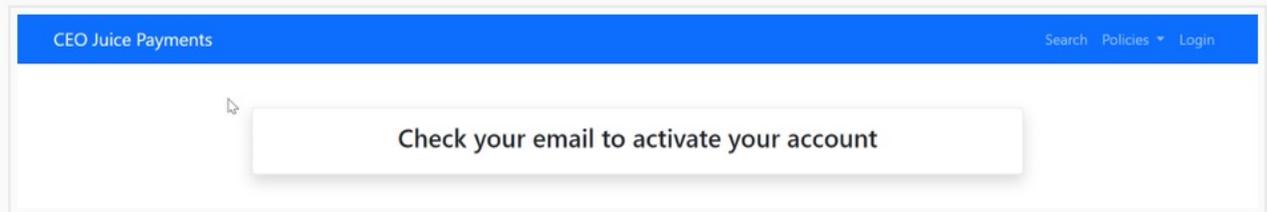
The screenshot shows a registration form with the following elements:

- Header: "Use your Microsoft account to log in" with a blue button containing the Microsoft logo.
- Text: "or register a new account"
- Input fields: "email", "password", and "confirm password", each with a corresponding icon (person, key, and key).
- Button: A green "Register" button at the bottom.

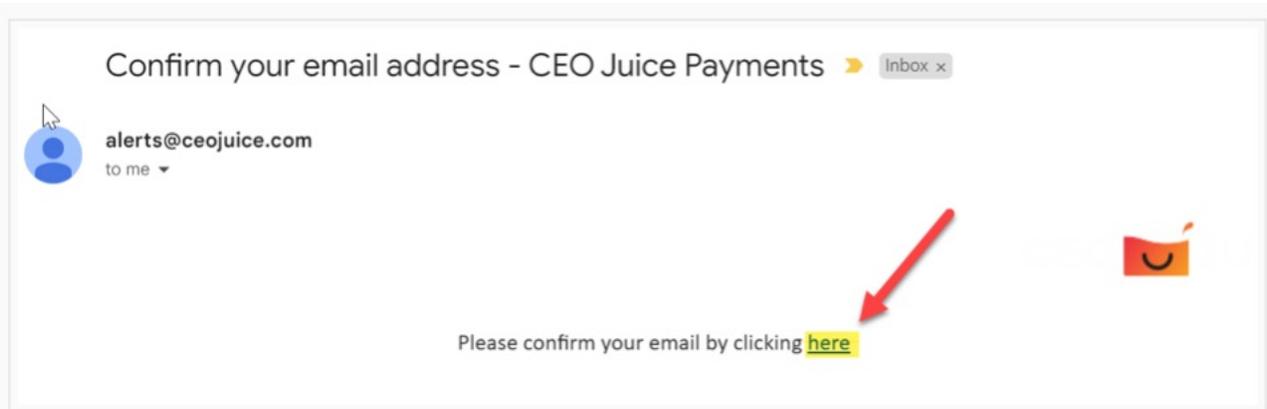
Enter your email address, using the email address that you currently receive invoices to, assign a password, then select **Register**.

A validation email will be sent from alerts@ceojuice.com to the email address you registered with. Open that email (check junk folder if it's not in your inbox).

HOW TO CREATE A LOGIN, cont'd

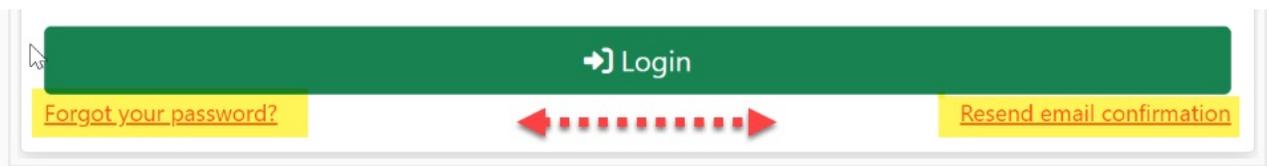


Click on the link in the email to confirm



*If you didn't receive your verification email you can choose **Resend email confirmation**

After you have registered, if you have forgotten your password, you can choose **Forgot your password**



HOW TO CREATE A LOGIN, cont'd

You can now log in.

Log in or [Create an Account](#)

Log in using your Microsoft account



or

Remember me?

HOW TO VIEW INVOICES

Once logged in you will see the options below, where you can view a single invoice under invoice search, see all open invoices, save payment details and manage your user profile.



 Log Out

 Open Invoices

 Invoice Search

View your open invoices sent to you.

If you have a few details, you can find an invoice that was not sent to you.

 Saved Payment Details

View your saved payment details and autopay settings.

 User Profile

Manage your user profile.

Invoice Search opens a search page to view single invoices by entering the invoice number, invoice due date and zip code (you do not have to be logged in to view this page).

Search for an invoice or log in to see all of your invoices

Invoice Number

Invoice Date or Due Date

Postal Code (billing or shipping)

HOW TO VIEW INVOICES, cont'd

Open Invoices allows you to see all open invoices. Hover over the invoice number to view the entire invoice.

List of multiple invoices

Invoice #	Client	Customer	Due	Balance
50			2023-05-23	1495
49			2023-05-14	475

If you get the message 'Don't see the invoice you're looking for?', it's possible there are no open invoices, or you have registered with an email address that was not originally associated with that invoice.

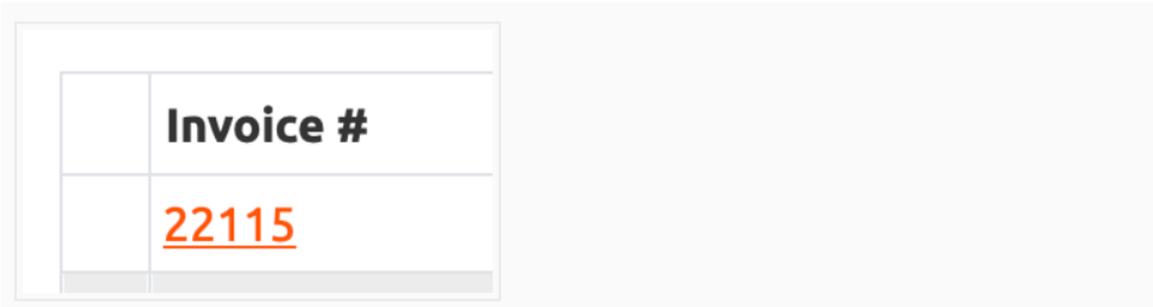
Don't see the invoice you're looking for? You can search by invoice number. Use the link above.

HOW TO PAY INVOICES

Under **Open Invoices**, display all your company's open invoices.

Invoice #	Client	Customer	Due	Balance
50			2023-05-23	1495
49			2023-05-14	475

To make a payment for one invoice, in the Invoice # column click on the red linked **invoice#** to open it up.



Displays the invoice details, the download icon to obtain a copy of invoice, and your payment options.

The screenshot shows the invoice details page for CEO Juice. The page includes the company logo, contract information, payment options, and a download icon.

CEO JUICE
A.I. FOR YOUR DEALERSHIP

Contract Invoice	22115
Due Date	4/28/2023
Invoice Amount	\$500.00

CEO Juice no longer accepts paper checks, please pay us online at payments.ceojuice.com

Balance \$500.00

[Download a copy of this invoice](#)
ar@ceojuice.com
www.ceojuice.com

Payment Amount: \$ 500.0000

Credit Card	
Amount	\$500.00
Fee	\$15.00
Total	\$515.00

ACH	
Amount	\$500.00
Fee	\$0.00
Total	\$500.00

Account Number: 000000000000

Routing Number: 00000000

Name on Account:

First Name:

Last Name:

Email:

HOW TO PAY INVOICES, cont'd

Select your payment option, **Card or Bank**, enter payment details and click **Pay** at the bottom to process payment.

Payment Amount

\$ 208.50

Card		Bank	
Amount	\$208.50	Amount	\$208.50
Fee : 3% Credit, 0% Debit	\$6.25	Fee	\$0.00
Total	\$214.75	Total	\$208.50

Card Number

0000 0000 0000 0000

Expiration Date

MM/YY

CW

First Name

Last Name

Email

Postal Code

Pay \$214.75

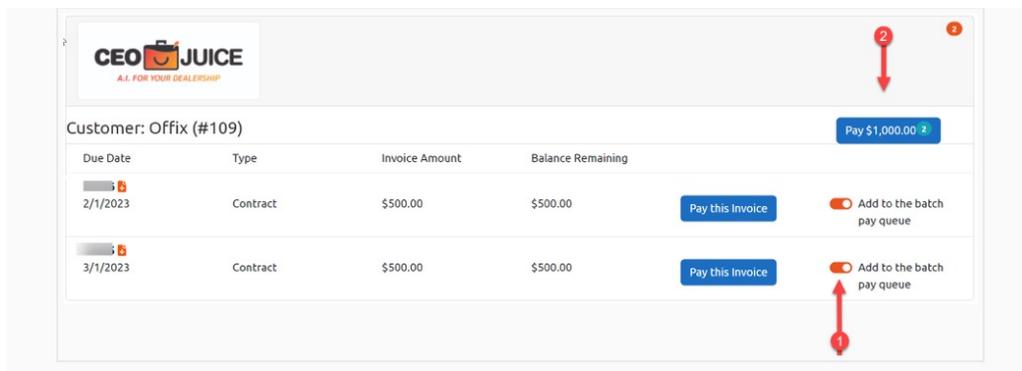
A payment confirmation number will pop up, and you will also be emailed a payment confirmation.

Thank You! Payment confirmation #: 8

HOW TO PAY INVOICES, cont'd

Paying multiple invoices with the one payment

On the Invoice drop down tab choose **Open Invoices**. To pay more than one invoice at the same time choose **Add to the batch pay queue** for each invoice you want to pay, then choose payment amount above to open the payment screen.



The invoices you choose to pay are listed on the left and the total amount at the top, enter payment information below to complete.

SCHEDULE AUTOPAY

To set up autopay, click **Automatically pay invoices** at the bottom of the screen.

Select day of month you want the invoice to auto pay, end date, option to set a min. or max. \$ amount, and assign what type of invoices can be included in the Autopay.

Automatically pay invoices from Main using these payment details.

Day of month Pay open invoices on this day each month.	End Date - Terminate the autoay after this date
<input type="text" value="1"/>	<input type="button" value="No termination"/> <input type="text" value="mm/dd/yyyy"/>
Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)	
<input type="button" value="No min"/> <input type="text" value="0.00"/>	<input type="button" value="No max"/> <input type="text" value="1000000.00"/>
Auto-pay invoices of these types	
<input checked="" type="checkbox"/> Contract	<input checked="" type="checkbox"/> Service Ticket
<input checked="" type="checkbox"/> Sales	<input checked="" type="checkbox"/> Other

If there are no open invoices you can go directly to **Save Payment Details** from the landing page.

Saved Payment Details

Manage your saved payment info and auto-pay details here.

SCHEDULE AUTO-PAY, cont'd

1. Choose **Payment Method**
2. Enter **Payment Details**
3. Choose when to auto pay on due date of a specific day of the month, set termination date, a minimum or maximum dollar amount and choose types of invoices applicable to auto pay
4. Choose **Submit Auto-pay** at the bottom to save all payment details

The screenshot shows a web form for scheduling auto-pay. It is divided into four numbered sections:

- 1. Payment Method:** Radio buttons for ACH and Credit Card.
- 2. Account Information:** Text input fields for Account Number (000000000000), Routing Number (00000000), Name on Account, Postal Code, Your First Name, and Your Last Name.
- 3. Auto-pay Settings:** Radio buttons for Due Date and Day of Month. An End Date field with a dropdown menu set to "No termination" and a date input field (mm/dd/yyyy). A range selector for "Min/Max Amount" with "No min" (0.00) and "No max" (1000000.00) options.
- 4. Invoice Types:** Checkboxes for Contract, Service Ticket, Sales, and Other. A green "Submit Auto-Pay" button and a note: "Only invoices from CEO Juice and sent to your email address will be paid with the auto-pay details."
