



# INVOICE PAYMENTS USER GUIDE

[www.Hyspeco.com](http://www.Hyspeco.com)

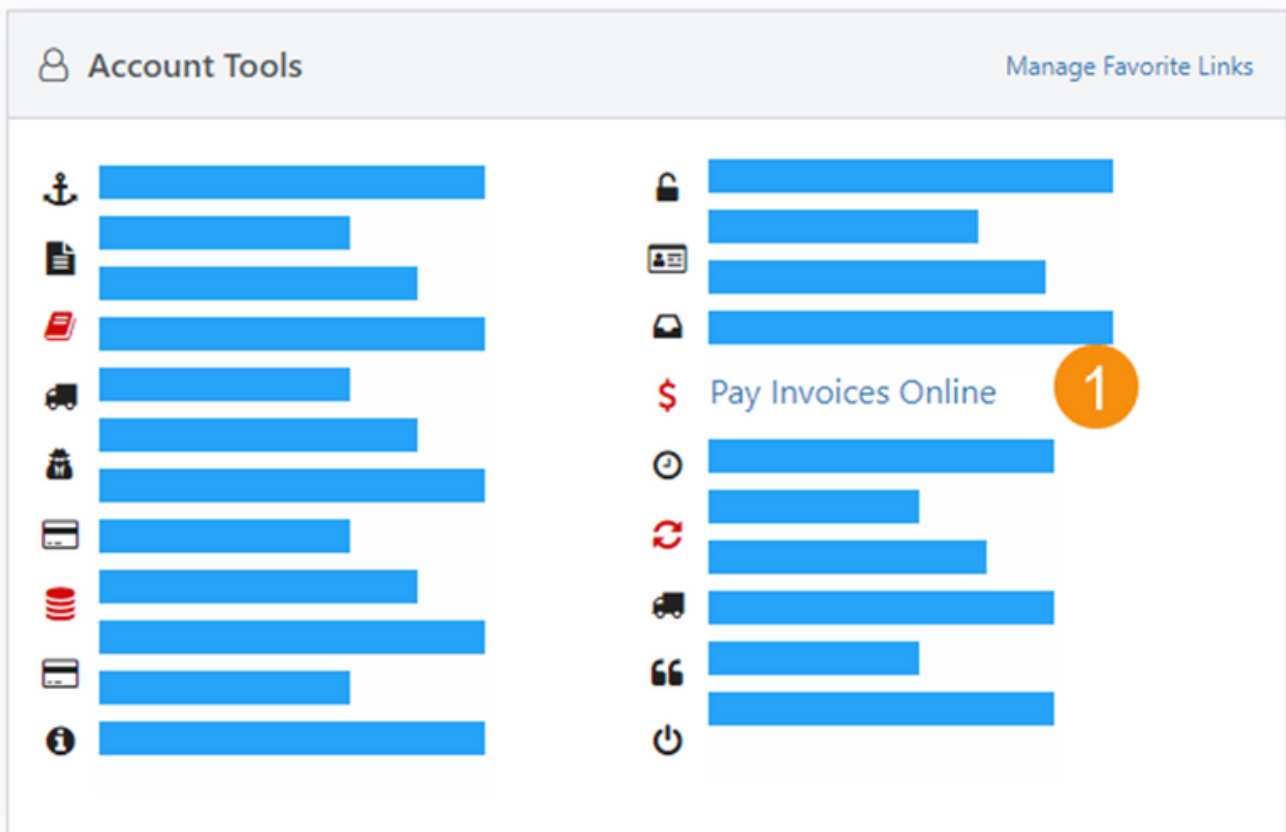
# Invoice Payments User Guide

Our website allows you to pay invoices online using our “Invoice Payments” portal.

You can pay invoices online using credit cards or e-checks. *We charge a 3% processing fee for all invoice payments using credit cards. We do not charge a processing fee for invoice payments made with e-checks.*

You can easily access the Invoice Payments Portal by visiting your “My Account” portal page (*click on your name in the header of the site*).

Under the “Account Tools” area, there will be a link to “Pay Invoice Online” (1).



# Invoice Payments User Guide

## Invoice Payments Portal

The “Invoice Payments” portal will show you all of your open invoices and allow you to select which items to pay.

1. This area indicates your progress along the “Invoice Payments” workflow.
2. You can select a start date for invoices you wish to see.
3. You can select an end date for invoices you wish to see.
4. You can check this box to select all invoices from the previous month.
5. You can check this box to select all overdue invoices.
6. Click this link to clear all of your invoice payment selections.
7. The checkboxes next to each item indicate which invoices you are going to pay. Check the box in the header to select all invoices.
8. You can change the payment amount for a given invoice. This box will reflect the amount you are going to pay for this invoice.
9. This area reflects the total amount of all invoice payments.
10. This link allows you to cancel the process and return to your “My Account” portal.
11. The “Proceed to Payment” button allows you to move to the next step and pay the selected invoices.



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**Invoice Payments** 1 [Select Invoice\(s\)](#) [Payment](#) [Review](#) [Complete](#)

2   3  Invoices from Previous Month 4  Past Due Invoices 5  6

| 7 <input type="checkbox"/> Invoice  | Inv Date | PO #      | Due Date | Past Due (Days) | Inv Amount | Open Amount | 8 <input type="text"/> |
|-------------------------------------|----------|-----------|----------|-----------------|------------|-------------|------------------------|
| <input type="checkbox"/> INV-917015 | 7/9/22   | PON-34686 | 8/8/22   | --              | \$705.46   | \$705.46    | <input type="text"/>   |
| <input type="checkbox"/> INV-987970 | 5/23/22  | PON-34976 | 6/22/22  | 21              | \$490.44   | \$490.44    | <input type="text"/>   |
| <input type="checkbox"/> INV-979912 | 3/18/22  | PON-32211 | 4/17/22  | 88              | \$256.42   | \$256.42    | <input type="text"/>   |
| <input type="checkbox"/> INV-978533 | 3/30/22  | PON-31408 | 4/29/22  | 76              | \$560.67   | \$560.67    | <input type="text"/>   |
| <input type="checkbox"/> INV-994581 | 3/25/22  | PON-30889 | 4/24/22  | 80              | \$557.85   | \$557.85    | <input type="text"/>   |
| <input type="checkbox"/> INV-956248 | 6/24/22  | PON-31905 | 7/24/22  | --              | \$345.64   | \$345.64    | <input type="text"/>   |
| <input type="checkbox"/> INV-979933 | 6/22/22  | PON-33587 | 7/22/22  | --              | \$102.11   | \$102.11    | <input type="text"/>   |
| <input type="checkbox"/> INV-994514 | 4/23/22  | PON-37793 | 5/23/22  | 52              | \$720.51   | \$720.51    | <input type="text"/>   |
| <input type="checkbox"/> INV-997794 | 6/20/22  | PON-32026 | 7/20/22  | --              | \$748.01   | \$748.01    | <input type="text"/>   |
| <input type="checkbox"/> INV-954537 | 5/1/22   | PON-38464 | 5/31/22  | 43              | \$97.06    | \$97.06     | <input type="text"/>   |

9 **Total Payment:** \$0.00

10 [<< Cancel & Return To My Account](#) 11 [Proceed to Payment](#)



# Invoice Payments User Guide

## Payment Page

The “Payment” page allows you to indicate how you want to pay.

We recommend you save your payment method so that you can easily use it in the future.\*

*\*Note: Your payment is stored with a certified payment processor using bank level encryption. We cannot see your payment method details, but you can manage them via our Invoice Payments Portal.*

1. Select your desired payment method.
  - a. If you select “Credit Card” or “E-Check,” you will be prompted to enter your credit card or bank details.
  - b. If you select “Saved Payment,” you will be shown the payment methods you have previously saved.
2. This area will show you all of your save payment methods.
3. If you need to add/edit/delete a saved payment method, click the “Manage Payments” link.

## Invoice Payments

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

**Payment**

Select your Payment Method **1**

Credit Card  Saved Payment  E-Check

**Your Saved Payments** **2**

You have no saved payments.

**3** Manage Payments

**Payment Summary**

4 Invoice(s) Selected

|                               |          |
|-------------------------------|----------|
| 702017021                     | \$132.09 |
| PO: TestPo1 Inv Date: 5/7/17  |          |
| 702017022                     | \$132.09 |
| PO: TestPo2 Inv Date: 5/13/17 |          |
| 702017023                     | \$132.09 |
| PO: MyPo Inv Date: 5/19/17    |          |
| 702017024                     | \$132.09 |
| PO: Work123 Inv Date: 5/25/17 |          |

**4** Review your Payment



# Invoice Payments User Guide

## Payment Page

When you manage stored payments, you can add/edit payments as shown.

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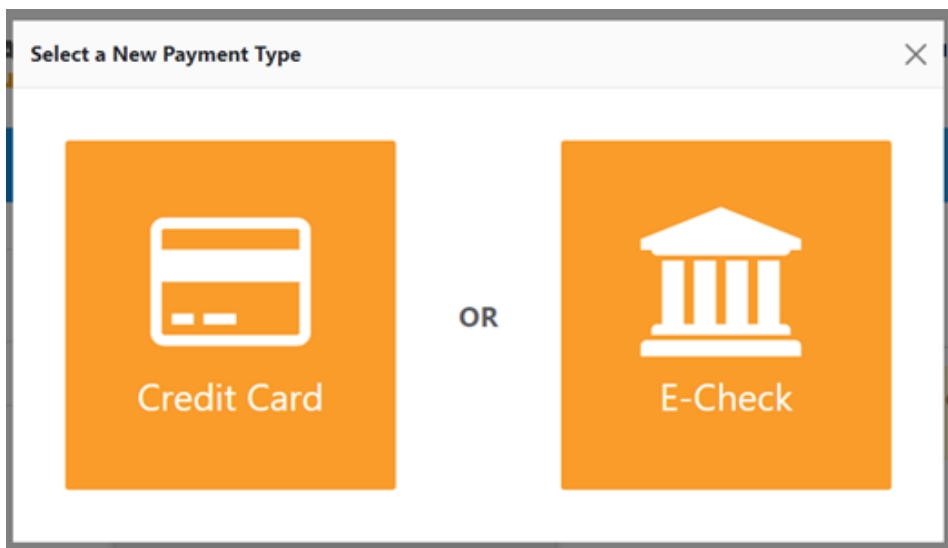
## Manage Stored Payments



Credit card and E-Check information entered through this page is stored securely through a Credit Card Processor and not through the website.

+ Add a new payment

Select whether you want to store a credit card or an e-check payment method.



# Invoice Payments User Guide

## Payment Page

The image below is for e-check, but credit card is similar with credit card details.

Enter your payment details and click the “Add Payment Option” button (1).

Payment Manager ✕

Choose a different payment method

|   |   |
|---|---|
| <b>E-Check Nickname</b><br><input type="text"/> | <b>Account Type</b><br><input type="text"/>   |
| <b>Name on Account</b><br><input type="text"/>  | <b>Routing Number</b><br><input type="text"/> |
| <b>Bank Name</b><br><input type="text"/>        | <b>Account Number</b><br><input type="text"/> |

Routing Number: 121000308  
Account Number: 0320213349  
Check Number: 0389

1

Add Payment OptionCancel



# Invoice Payments User Guide

## Payment Page

After you have stored a payment method, you will see it displayed on the “Manage Stored Payments” screen.

## Manage Stored Payments



Credit card and E-Check information entered through this page is stored securely through a Credit Card Processor and not through the website.

Test Account

Pay to the order of Test

Account Type Routing Number Account Number

CHECKING XXXX6789 XXXX4654

+ Add a new payment

Once you have added your payment method, return to the “Invoice Payments” page and click the “Refresh” icon (1).

Select your preferred saved payment method (2) by clicking anywhere in the gray payment information box.

Finally, click the “Review Your Payment” button (3).

## Invoice Payments

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

Payment

Select your Payment Method

Credit Card  Saved Payment  Manual Payment  E-Check  Paper Check

Your Saved Payments 1 [Manage Payments](#)

Test Account

Pay to the order of Test

Account Type Routing Number Account Number

CHECKING XXXX6789 XXXX4654

[Manage Payments](#)

Payment Summary

4 Invoice(s) Selected

|                               |          |
|-------------------------------|----------|
| 702017021                     | \$132.09 |
| PO: TestPo1 Inv Date: 5/7/17  |          |
| 702017022                     | \$132.09 |
| PO: TestPo2 Inv Date: 5/13/17 |          |
| 702017023                     | \$132.09 |
| PO: MyPo Inv Date: 5/19/17    |          |
| 702017024                     | \$132.09 |
| PO: Work123 Inv Date: 5/25/17 |          |

[Review your Payment](#) 3





# Invoice Payments User Guide

## Payment Page

Finally, enter any comments that are relevant for this payment in the comments box (1) and then click the “Submit Payment” button (2).

### 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 |
|-----------|----------|----------|---------------|---------|------------|-------------|----------------|
| 702017021 | 5/7/17   | 5/7/17   | 1894          | TestPo1 | \$132.09   | \$132.09    | \$132.09       |
| 702017022 | 5/13/17  | 5/13/17  | 1888          | TestPo2 | \$132.09   | \$132.09    | \$132.09       |
| 702017023 | 5/19/17  | 5/19/17  | 1882          | MyPo    | \$132.09   | \$132.09    | \$132.09       |
| 702017024 | 5/25/17  | 5/25/17  | 1876          | Work123 | \$132.09   | \$132.09    | \$132.09       |

#### Comments

1

Total Payment: \$528.36

2

Submit Payment

After submitting your payment, the “Invoice Payments Process” is complete.

