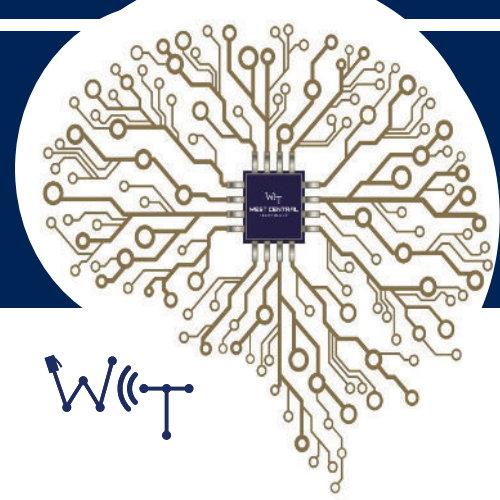


Welcome



West Central Technology Billing Portal Guide

West Central Technology is excited to offer a billing portal! This portal will offer you the ability to view your invoices, pay them online with a credit card or ACH transaction, setup auto-pay, and more! You can get there by going to <https://billing.wcthelp.com>.

REGISTRATION

To get started, we will need an account on the billing portal. If you do not yet have an account, please click **Request Account**.

Once you click **Request Account**, it will prompt you for some information. Fill out this form completely and accurately for timely account creation. Once all the information is entered, press **Request Account** and submit it to West Central Technology. The system will then alert our team to continue setup and grant access to your company's invoices.

WEST CENTRAL TECHNOLOGY

Enter Email
jon@example.com
Please enter valid email.

Enter Password
Enter password
Please enter password

Sign In

Request Account

Reset Password

WEST CENTRAL TECHNOLOGY

Name *
Please enter your Name.

Company *
Please enter your Company.

Phone Number *
555-555-5555
Please enter valid Phone Number.

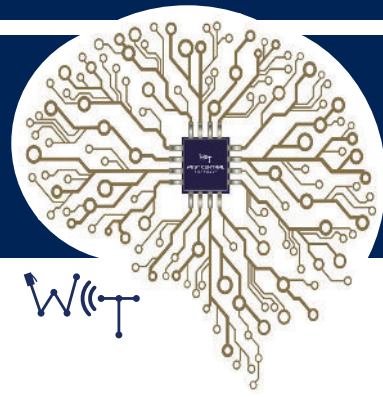
Enter Email *
jon@example.com
Please enter valid email.

I'm not a robot

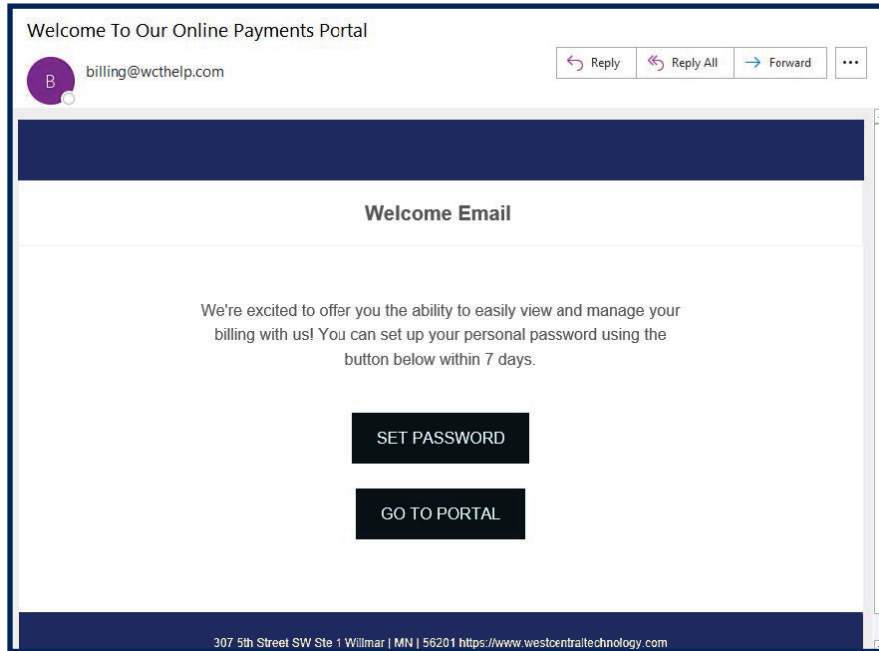
reCAPTCHA
Privacy - Terms

Request Account

< Back to Login

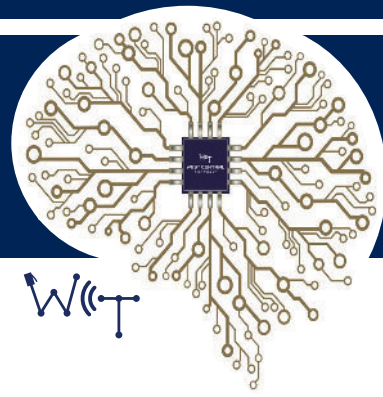


Once your account has been created, you will receive a **Welcome Email** as shown below.



Please click on **Set Password** to setup your password for the first time.

Once doing so, it will bring you to a reset password page. Create a password that meets the complexity requirements listed, and then select **Reset Password**.



WEST CENTRAL TECHNOLOGY

To further improve the security and privacy of your account, please provide a phone number to receive your one-time-use security code via SMS text message. This phone number will be used to verify your identity at login each time you access your account.

+1 Phone Number

SEND

SKIP FOR NOW

Enter the code that was sent to the phone you entered above in the confirmation box below.

Verification Code

ENTER

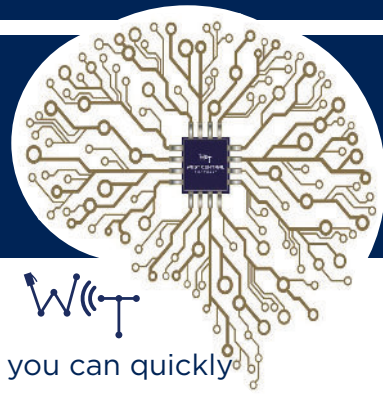
Logging in for the first time, you will be prompted to set up multi-factor authentication. We highly recommend setting up multi-factor authentication for your account to help ensure the security of your account. Enter your mobile number in the phone number field and press **Send**. You will then receive a text message with a verification code to enter. Please enter that code and press **Finish**.

Once you have logged in, you will be directed to your Billing Portal, as shown below.

The screenshot shows the Billing Portal dashboard for 'Demo-Company' (demo@onboarding.wctdemo.com). The navigation menu includes Dashboard, Open Invoices, Invoices, Payments, AutoPay, and Service. The main content area features:

- Total Balance:** \$11.99 (11 INVOICES) with a 'Make Payment' button.
- Past Due Amount:** \$10.90 (10 INVOICES) with a 'Make Payment' button.
- Payment Methods:** A table listing a VISA card with details: Type (VISA), Friendly Name (Test), Expiration (03/27), and Last 4 (1111). A 'MANAGE!' button is next to the card.
- Additional Elements:** A '+ NEW' button for adding payment methods, a 'Need a copy of our W9?' section with a 'Download it here!' button, and a 'Credits / Unapplied Payments' section at the bottom.

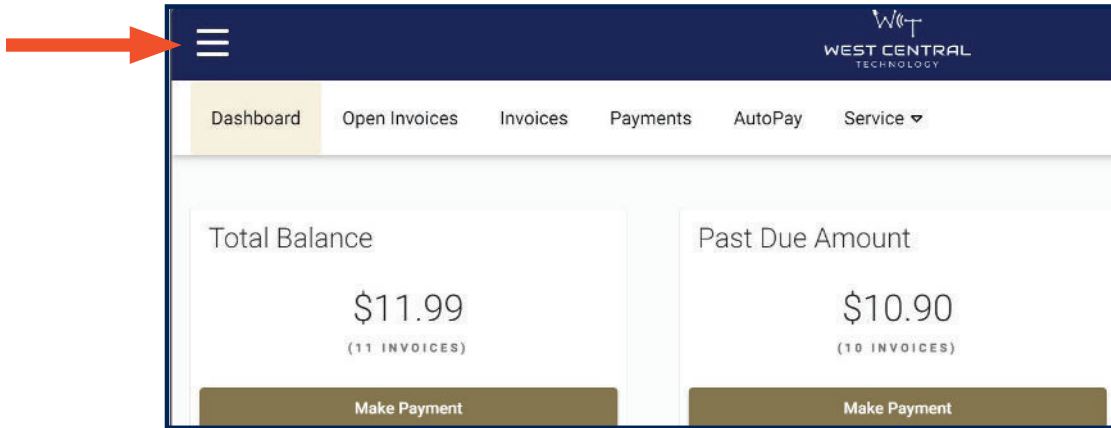
In your billing portal page, you have several options, including viewing invoices, paying invoices online, and setting up autopay.



DASHBOARD

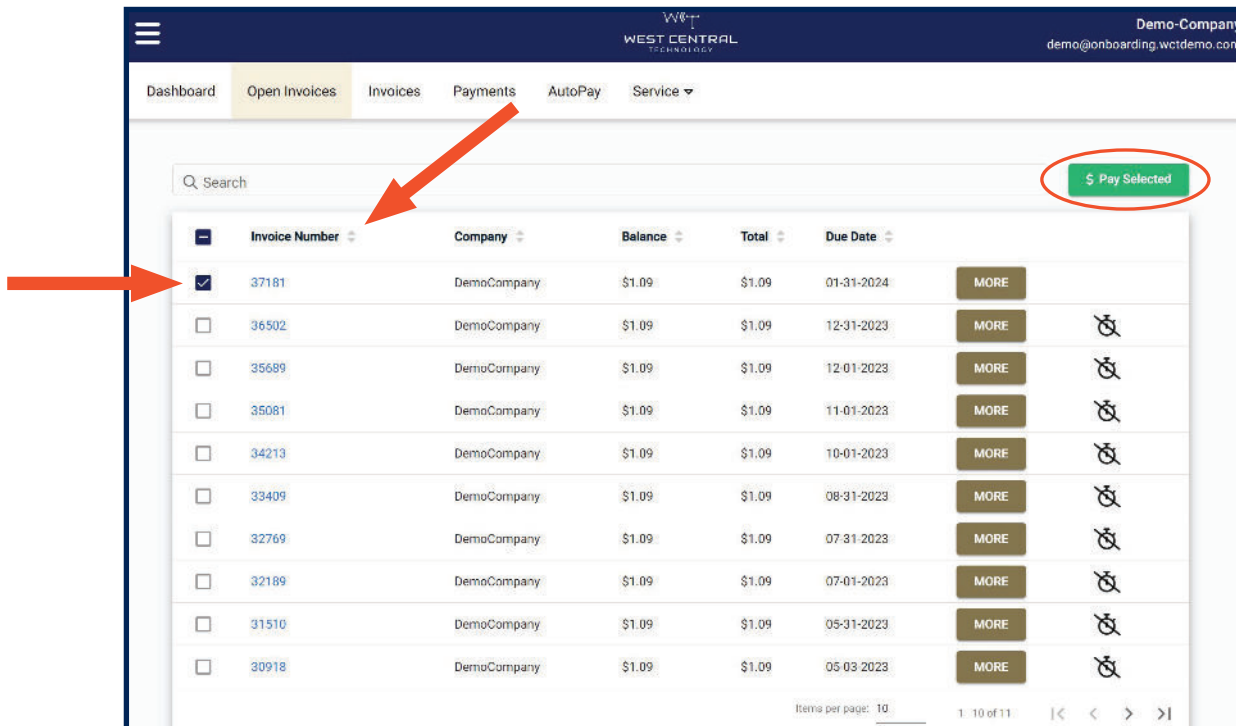
When you first log in, you will see what is known as the Dashboard. From here, you can quickly view invoices and make payments using the tab links at the top.

Using the hamburger menu (3 bars), you may change your password or logout.

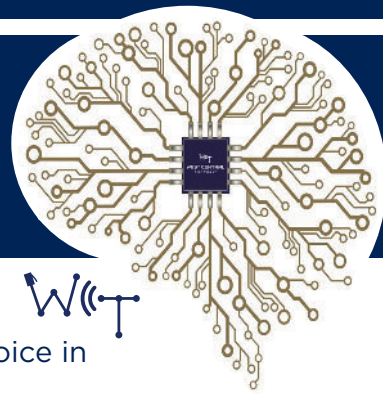


OPEN INVOICES

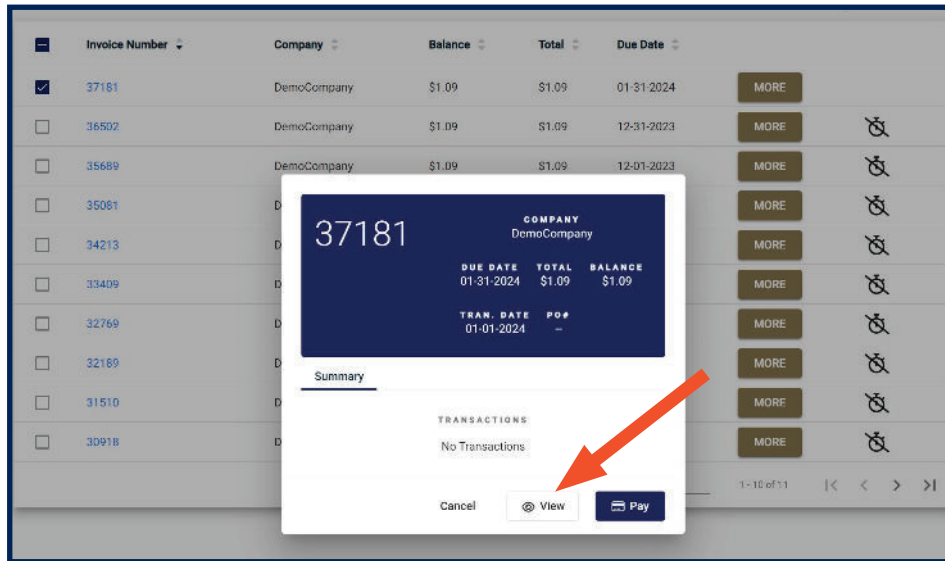
All currently open invoices in the system are shown here. If you would like to sort and filter, you can do so with the **up and down arrows next to each header**. If you wish to pay an invoice, select the check box for the Invoices you wish to pay and click **Pay Selected**.



Clicking the **Invoice Number** in blue on any invoice will display a details window.



You can click **View** in the details window, which will open a new tab of that invoice in your browser. You may print or save the PDF as desired.

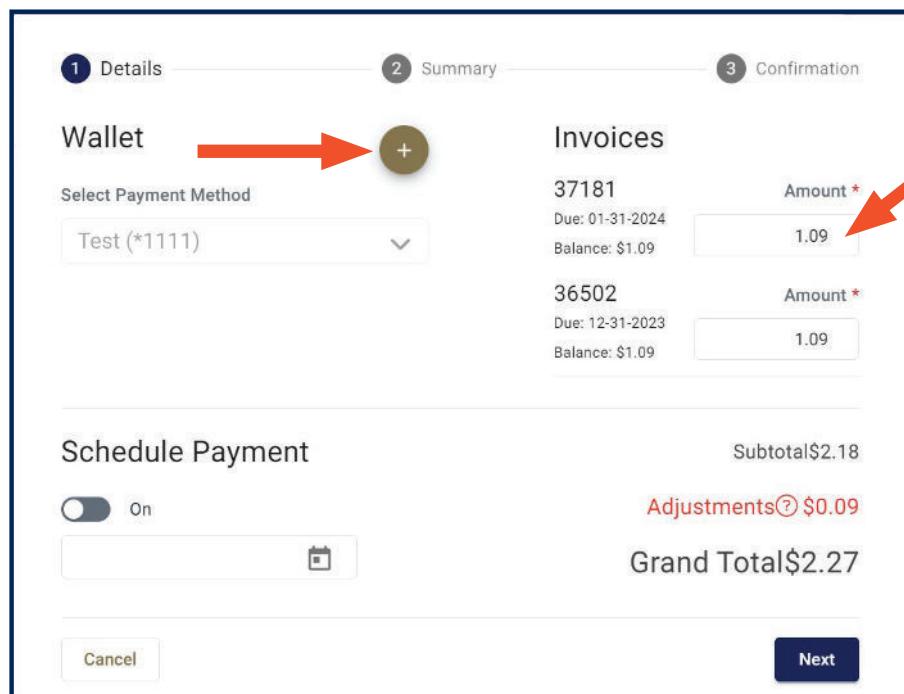


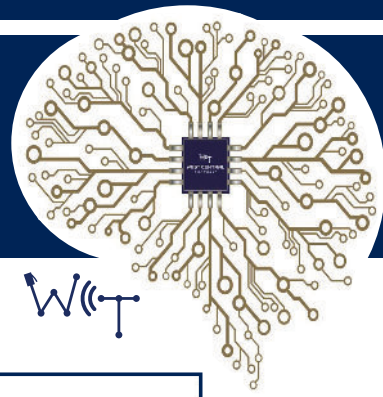
PROCESS A PAYMENT

Select the check box for one (or multiple) invoices. Click **Pay Selected**.



A dialog box will appear. Select a **payment method on file or add a new form of payment** if this is your first payment online. Partial payment amounts can be entered into the amount box. You also have the option of splitting payments up with multiple payment methods if desired.





ADVANCED PAYMENT METHODS

Selecting the **Schedule Payment** switch to **ON** offers the ability to pick a specific payment date using the date picker (calendar icon). This is NOT setting up autopay, but rather just scheduling a one-time payment for the a future date.

1 Details 2 Summary 3 Confirmation

January 2024

Su	Mo	Tu	We	Th	Fr	Sa
JAN						
	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	31			

Invoices

37181 Amount * 3
Due: 01-31-2024
Balance: \$1.09

36502 Amount * 1
Due: 12-31-2023
Balance: \$1.09

Subtotal \$4.00

Adjustments \$0.16

Grand Total \$4.16

Cancel Next

Clicking **Next** will give you a chance to review your actions, before submitting payment.

1 Details 2 Summary 3 Confirmation

Total Payment: \$4.16

Payment Method: Visa Test (*1111)

Scheduled Payment Date: 01-25-2024

I agree to pay a 4% convenience fee by making this payment online with a credit card.
By clicking confirm, you are authorizing the selected payment method to be used for this transaction.

Back Confirm

Clicking **Confirm** will display a payment success or failure screen. Upon a successful payment an email receipt will be sent to your login email address. You may send additional receipts using the **Add Email Receipt** field. If the payment is scheduled for a future date, the receipt will show the scheduled payment date.

Failed Payment

Check account information and resubmit, or reach out to West Central Technology.

1 Details 2 Summary 3 Confirmation

Payment Successful

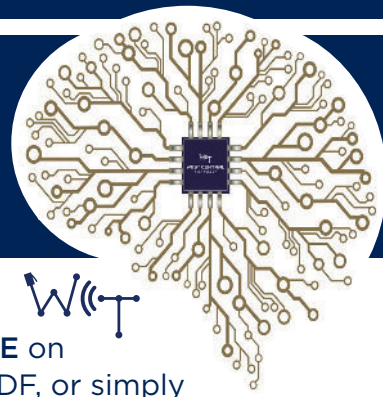
Payment Details
\$2.17
Test -- 01-25-2024

Confirmation
ZbE7QqA6EcHuoeUg

Receipt Sent to:
demo@onboarding.wctdemo.com

Send copy: [X]

Close



INVOICES HISTORY

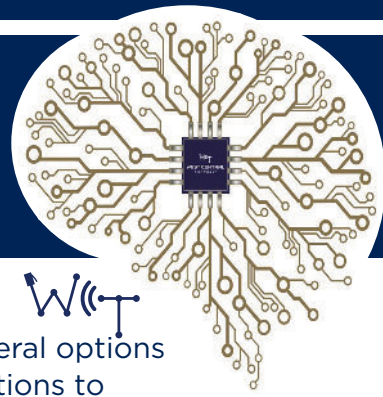
To view all invoices on the account, click on the **Invoices** tab option. Click **MORE** on previously issued and old invoices to **view** specific details, print and save the PDF, or simply pay your invoice.

Invoice Number	Company	Balance	Total	Due Date	MORE	Print
37181	DemoCompany	\$1.09	\$1.09	01-31-2024	MORE	Print
36502	DemoCompany	\$1.09	\$1.09	12-31-2023	MORE	Print
35689	DemoCompany	\$1.09	\$1.09	12-01-2023	MORE	Print
35081	DemoCompany	\$1.09	\$1.09	11-01-2023	MORE	Print
34213	DemoCompany	\$1.09	\$1.09	10-01-2023	MORE	Print
33409	DemoCompany	\$1.09	\$1.09	08-31-2023	MORE	Print
32769	DemoCompany	\$1.09	\$1.09	07-31-2023	MORE	Print
32109	DemoCompany	\$1.09	\$1.09	07-01-2023	MORE	Print

PAYMENTS

In the **Payments** section, you can view all past, pending, and future scheduled payments (including autopay payments).

Transaction	Total Payment	Date	Payment Method
CB3IYP7YFZ6H	\$2.17	01-24-2024	VISA Test



AUTOPAY

Under **AutoPay**, click **+ New** to setup a new automatic payment and reveal several options to be configured as you desire. With these rules, you have a wide variety of options to determine what invoices will be paid with **AutoPay**. For example, if you wish to automatically pay any invoices you receive, set it to **Autopay Type**: select *the balance* **Criteria**: select *is more than* **The Balance**: type \$1

Example below: Click **+ New** if you wish to automatically pay recurring monthly services, set it to **AutoPay Type**: select *the contract type* **Criteria**: select *is any of the following* **The contract type**: Click the box and place checkmarks in all boxes you would like set to automatically pay.

Need Additional Help

You can email us at billing@wcthelp.com or by calling 320-441-7050.