

## Customer Invoice Portal Auto Pay Setup

New and existing customers can be setup and enabled for auto pay as soon as an SAP Customer Number is uploaded in the Teletrac Navman Customer Invoice Portal. Auto pay can be enabled by a customer even if there is not an invoice open on the customer's account.

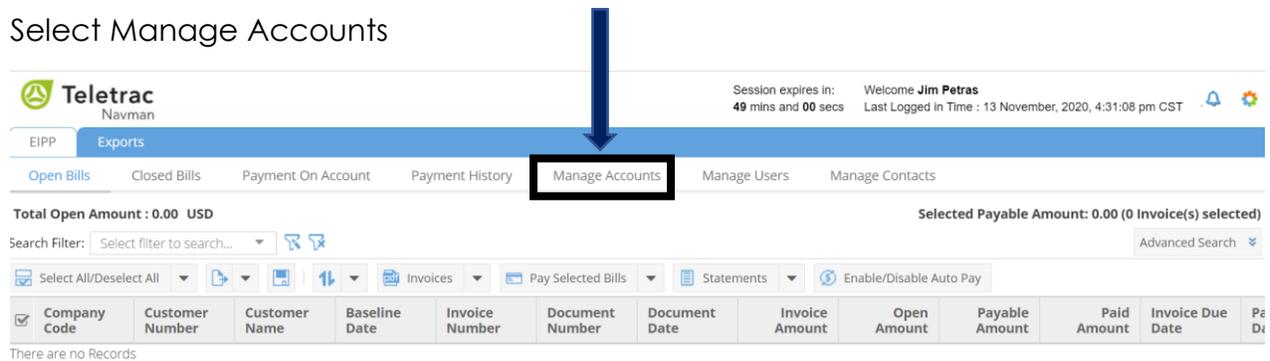
The only pre-requisite is valid credit card/Bank ACH information that can be saved in the Customer Invoice Portal. **Store information for only one credit card or one bank account, delete all others by choosing the payment details line item and clicking "Delete".** For assistance contact [USARCollections@teletracnavman.com](mailto:USARCollections@teletracnavman.com)

### Customer Steps to Enable Auto Pay:

Login to the Customer Invoice Portal with User ID and Password credentials from the Registration process. Follow the steps below to store Credit Card or Bank ACH information.

#### Step 1

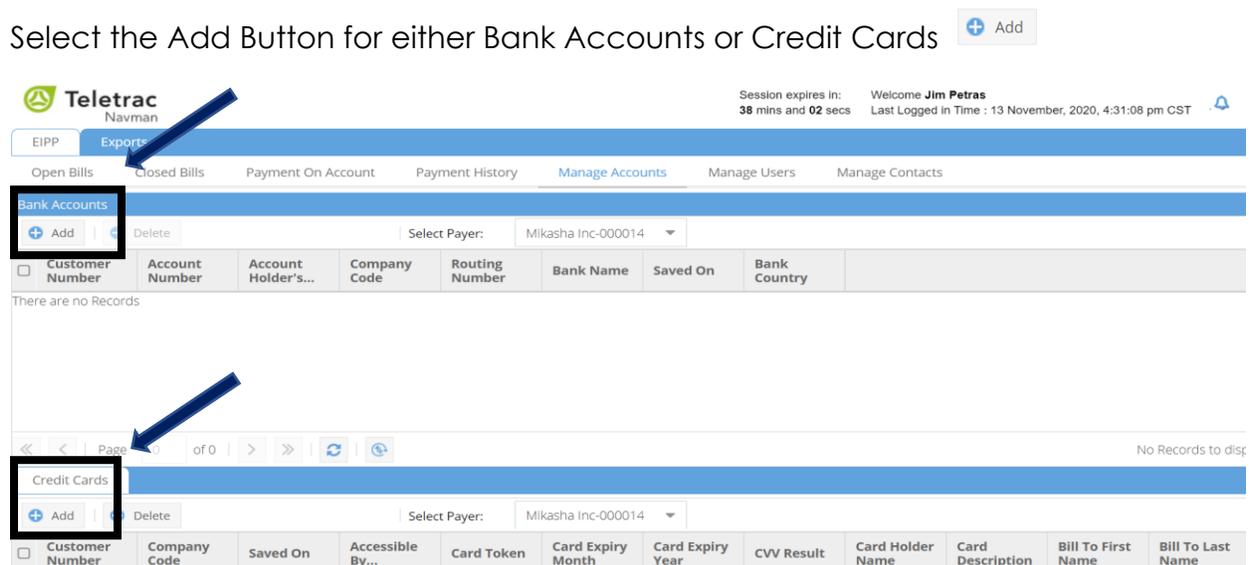
Select Manage Accounts



The screenshot shows the Teletrac Navman interface. At the top, there is a navigation bar with 'EIPP' and 'Exports' tabs. Below this, a menu contains 'Open Bills', 'Closed Bills', 'Payment On Account', 'Payment History', 'Manage Accounts', 'Manage Users', and 'Manage Contacts'. The 'Manage Accounts' item is highlighted with a black box, and a blue arrow points to it from above. The main content area shows a table with columns for Company Code, Customer Number, Customer Name, Baseline Date, Invoice Number, Document Number, Document Date, Invoice Amount, Open Amount, Payable Amount, Paid Amount, Invoice Due Date, and Pa... (Payment Date). The table is currently empty, with the text 'There are no Records' displayed below it.

#### Step 2

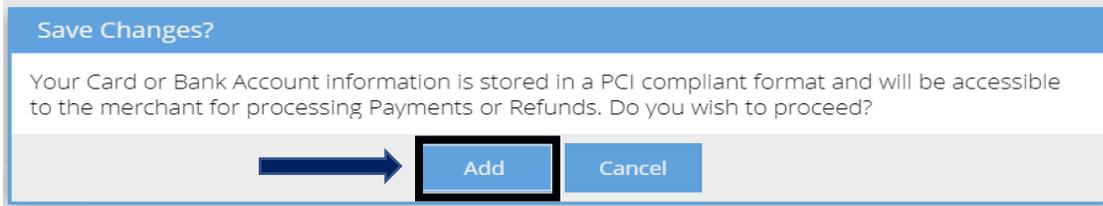
Select the Add Button for either Bank Accounts or Credit Cards



The screenshot shows the 'Manage Accounts' sub-page. At the top right, there is an 'Add' button with a plus sign. Below the navigation bar, there are two tabs: 'Bank Accounts' and 'Credit Cards'. The 'Bank Accounts' tab is selected, and its 'Add' button is highlighted with a black box and a blue arrow. The table below has columns for Customer Number, Account Number, Account Holder's..., Company Code, Routing Number, Bank Name, Saved On, and Bank Country. The table is empty, with 'There are no Records' displayed. Below the table, there is a pagination bar showing 'Page 0 of 0'. The 'Credit Cards' tab is also visible at the bottom, with its 'Add' button highlighted with a black box and a blue arrow.

### Step 3

Click “Add” and fill in all mandatory information. When finished, click “Submit” to save Bank Account or Credit Card information (only one is needed for auto pay).



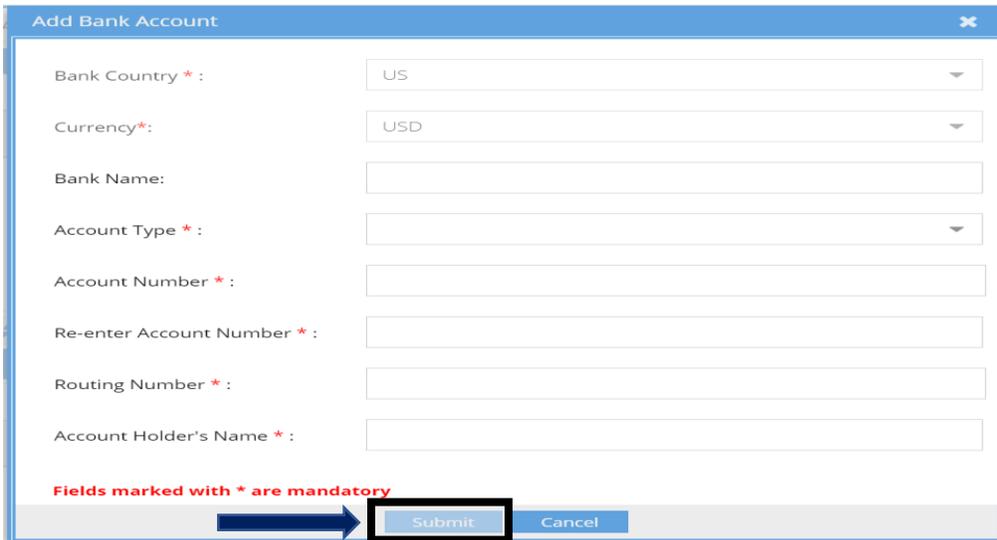
Save Changes?

Your Card or Bank Account information is stored in a PCI compliant format and will be accessible to the merchant for processing Payments or Refunds. Do you wish to proceed?

**Add** Cancel

A blue arrow points to the **Add** button.

Add Bank Account Mandatory fields (Fields marked with \* are mandatory)



Add Bank Account

Bank Country \* : US

Currency\*: USD

Bank Name:

Account Type \* :

Account Number \* :

Re-enter Account Number \* :

Routing Number \* :

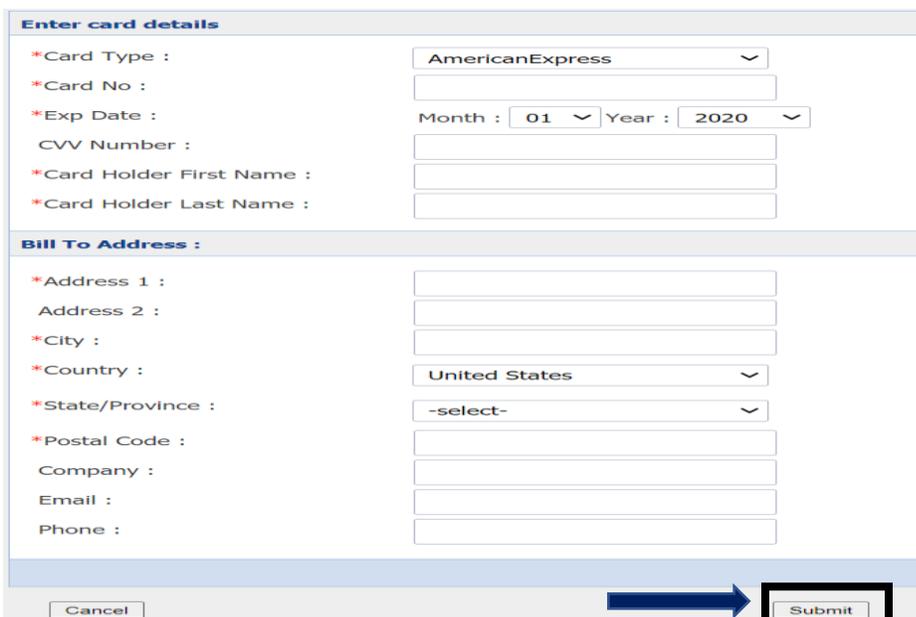
Account Holder's Name \* :

Fields marked with \* are mandatory

**Submit** Cancel

A blue arrow points to the **Submit** button.

Add Credit Card Mandatory fields (Fields marked with \* are mandatory)



Enter card details

\*Card Type : AmericanExpress

\*Card No :

\*Exp Date : Month : 01 Year : 2020

CVV Number :

\*Card Holder First Name :

\*Card Holder Last Name :

**Bill To Address :**

\*Address 1 :

Address 2 :

\*City :

\*Country : United States

\*State/Province : -select-

\*Postal Code :

Company :

Email :

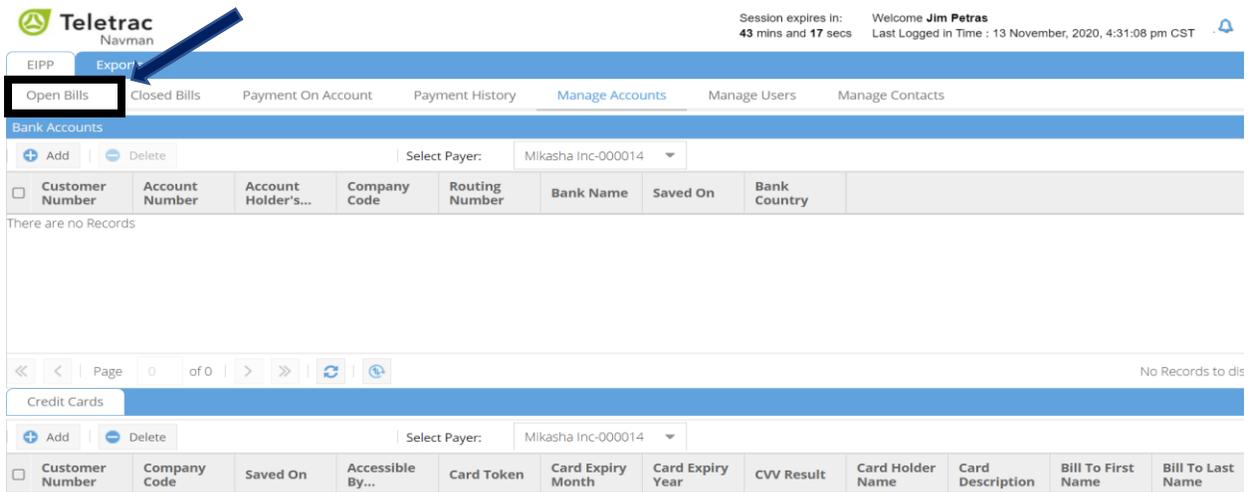
Phone :

Cancel **Submit**

A blue arrow points to the **Submit** button.

## Step 4

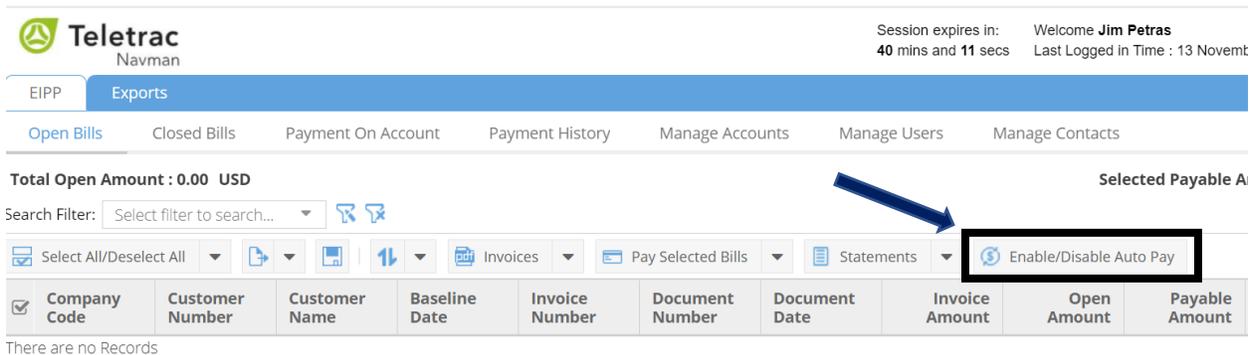
### Select Open Bills



The screenshot shows the Teletrac Navman interface. At the top, there is a navigation bar with the following items: EIPP, Export, Open Bills, Closed Bills, Payment On Account, Payment History, Manage Accounts, Manage Users, and Manage Contacts. The 'Open Bills' item is highlighted with a blue box and a blue arrow pointing to it. Below the navigation bar, there are sections for 'Bank Accounts' and 'Credit Cards', both showing 'No Records to display'.

## Step 5

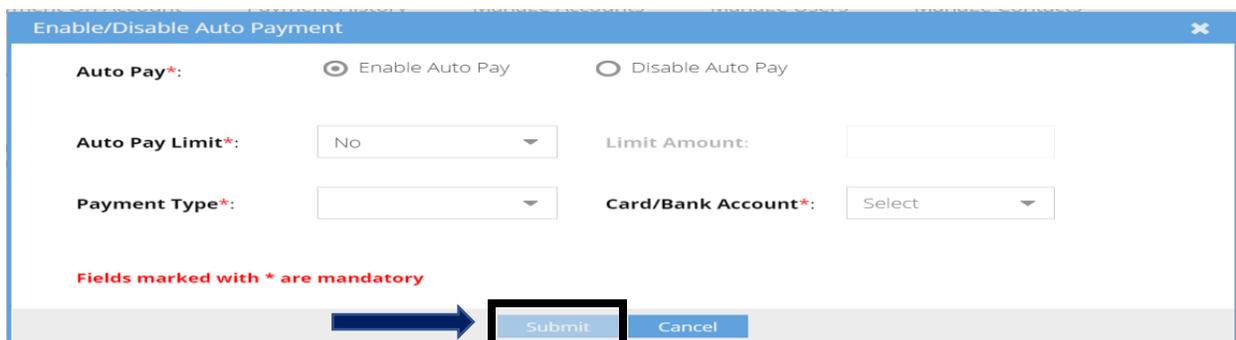
### Select Enable/Disable Auto Pay



The screenshot shows the Teletrac Navman interface. At the top, there is a navigation bar with the following items: EIPP, Exports, Open Bills, Closed Bills, Payment On Account, Payment History, Manage Accounts, Manage Users, and Manage Contacts. Below the navigation bar, there is a section for 'Total Open Amount : 0.00 USD' and 'Selected Payable A'. Below this, there is a search filter and a toolbar with the following items: Select All/Deselect All, Invoices, Pay Selected Bills, Statements, and Enable/Disable Auto Pay. The 'Enable/Disable Auto Pay' item is highlighted with a blue box and a blue arrow pointing to it. Below the toolbar, there is a table with the following columns: Company Code, Customer Number, Customer Name, Baseline Date, Invoice Number, Document Number, Document Date, Invoice Amount, Open Amount, and Payable Amount. The table is currently empty, showing 'There are no Records'.

## Step 6

Click "Enable Auto Pay" and fill in mandatory fields (Fields marked with \* are mandatory). Click Submit to successfully complete Auto Pay setup.



The screenshot shows the 'Enable/Disable Auto Payment' dialog box. It contains the following fields and options:

- Auto Pay\*:** Radio buttons for 'Enable Auto Pay' (selected) and 'Disable Auto Pay'.
- Auto Pay Limit\*:** A dropdown menu with 'No' selected.
- Limit Amount:** A text input field.
- Payment Type\*:** A dropdown menu.
- Card/Bank Account\*:** A dropdown menu with 'Select' selected.

Below the fields, there is a red text label: "Fields marked with \* are mandatory". At the bottom of the dialog box, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a blue box and a blue arrow pointing to it.