Customer Invoice Portal Auto Pay Setup

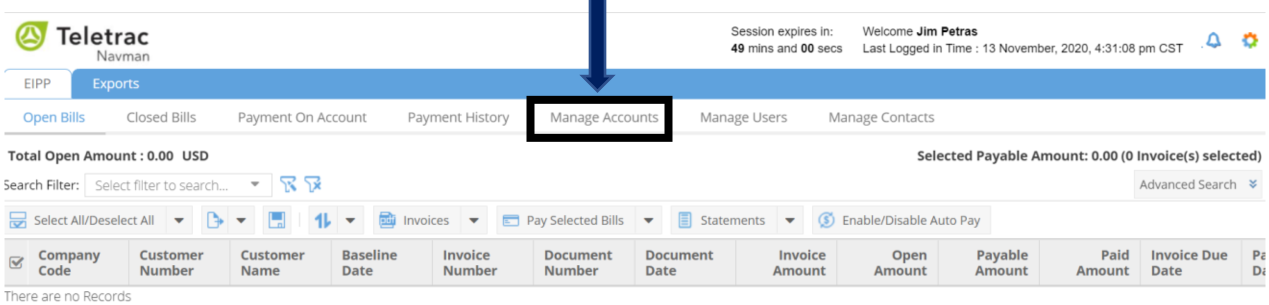
New and existing customers can be setup and enabled for auto pay as soon as an SAP Customer Number is uploaded in the Teletrac Navman Customer Invoice Portal. Auto pay can be enabled by a customer even if there is not an invoice open on the customer's account.
The only pre-requisite is valid credit card/Bank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

Customer Steps to Enable Auto Pay:

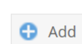
Login to the Customer Invoice Portal with User ID and Password credentials from the Registration process. Follow the steps below to store Credit Card or Bank ACH information.

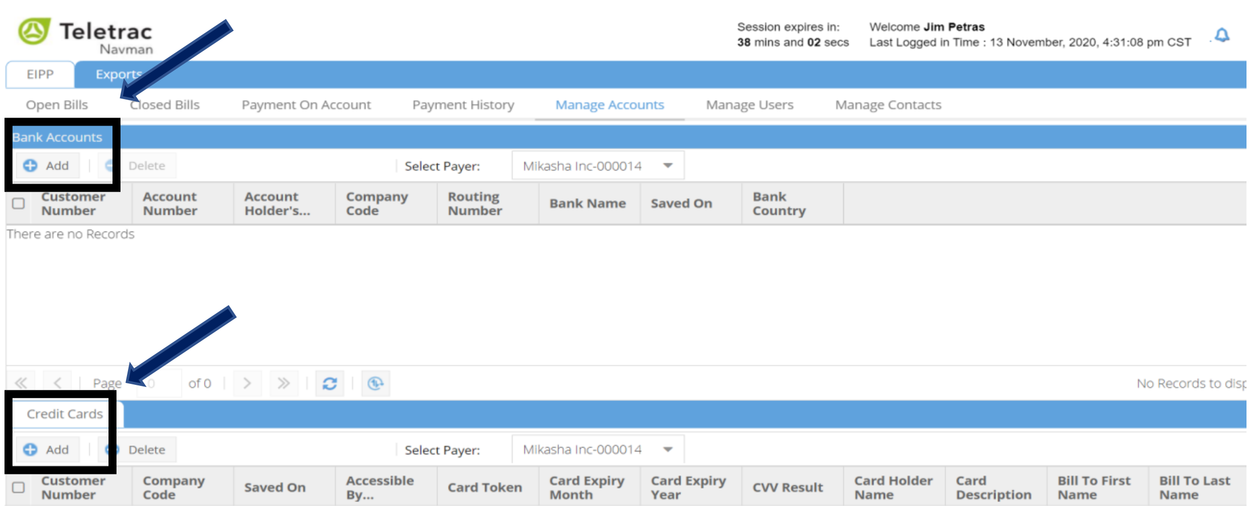
Step 1

Select Manage Accounts



Step 2

Select the Add Button for either Bank Accounts or Credit Cards 



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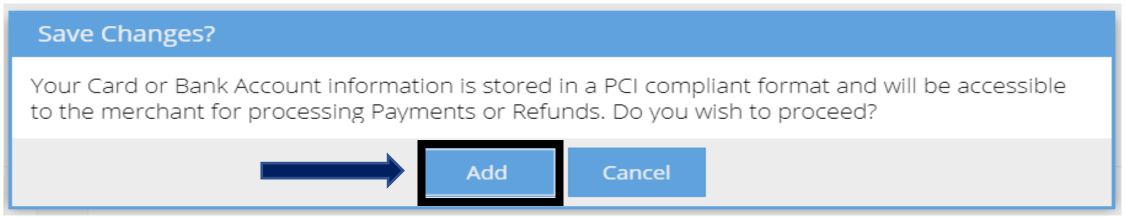
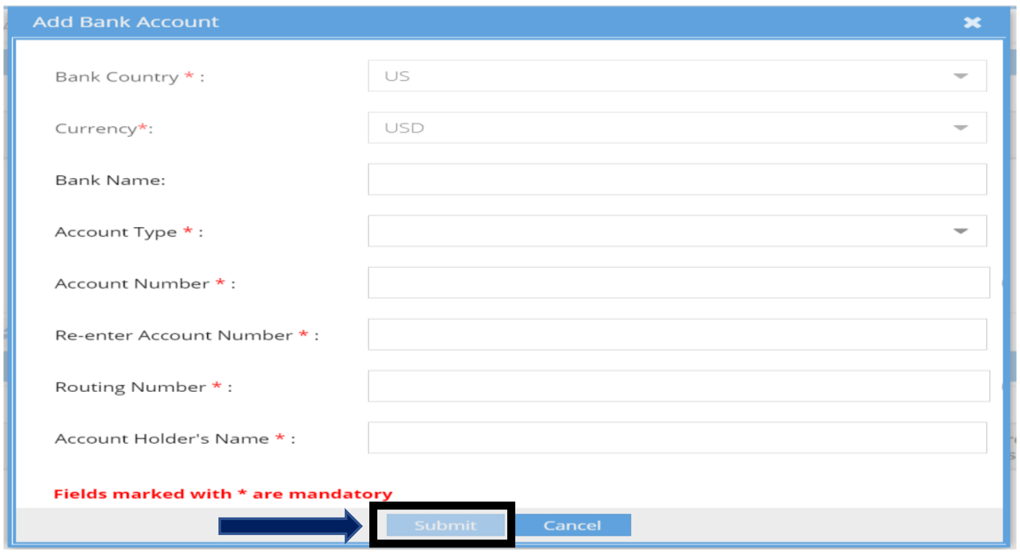
Step 3

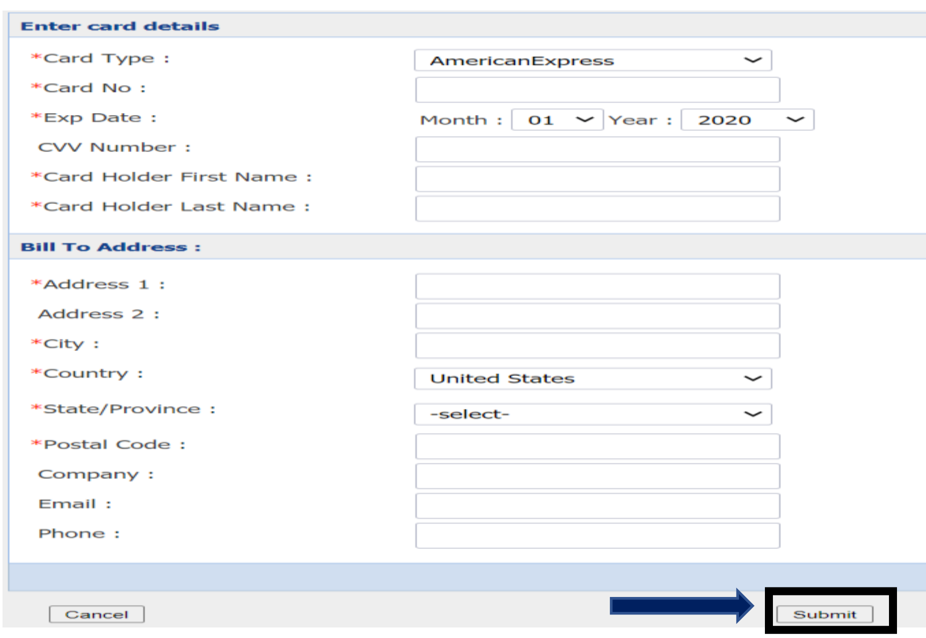
Click "Add" and fill in all mandatory information. When finished, click "Submit" to save Bank Account or Credit Card information (only one is needed for auto pay).



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

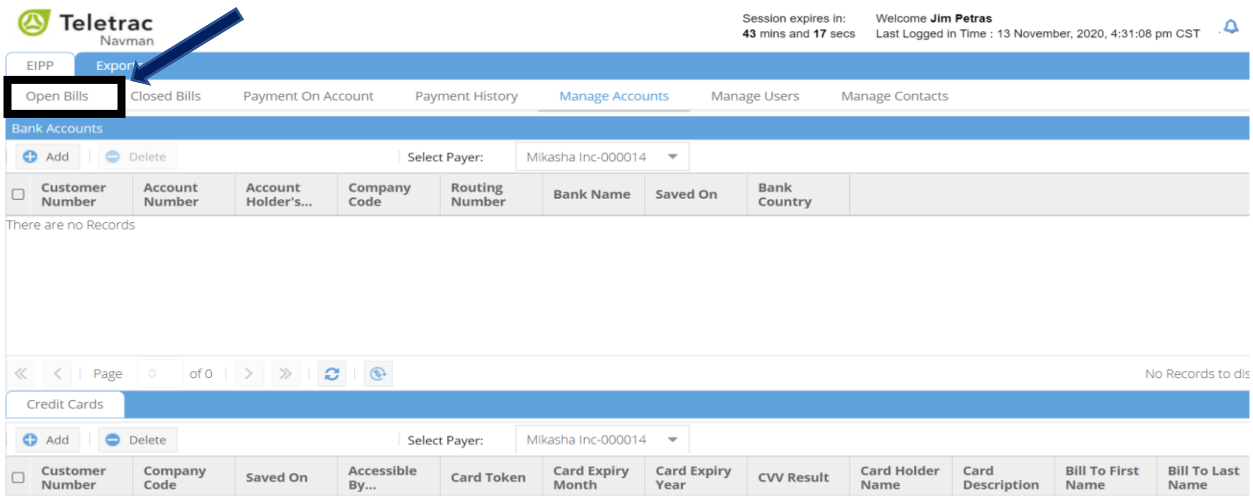


Add Credit Card Mandatory fields (Fields marked with * are mandatory)



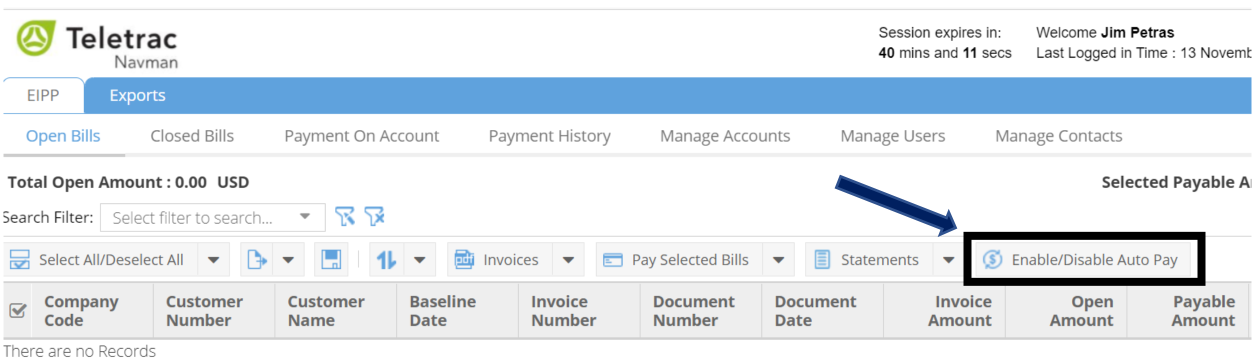
Step 4

Select Open Bills



Step 5

Select Enable/Disable Auto Pay



Step 6

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