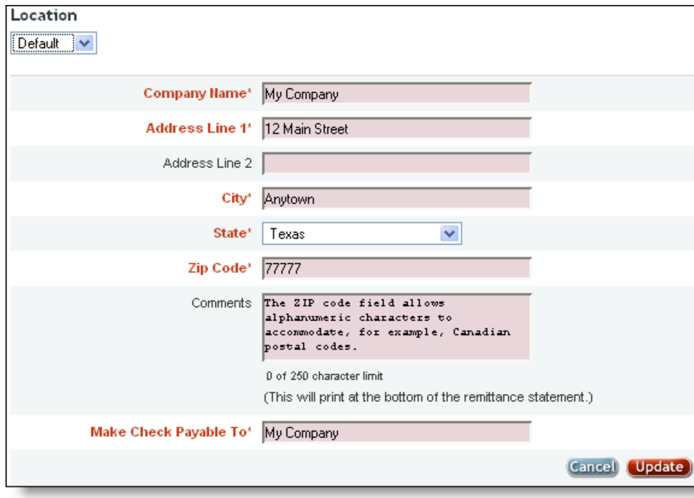
Simplify your receivables with the online accounts receivable remittance features released in ecInteractive and is.D-Force 2® 6.8 and 7.4. Let specified user accounts access their outstanding A/R balances from the backend system. It includes not only Web orders, but all outstanding balances associated with the Customer's A/R account in the back-end system. Online A/R can be turned on for selected customers based on customer group. Customers can then select invoices to pay, print a remittance form to mail with payment, or use a credit card.

Activate the Online AR Customer Service

To set up the online A/R feature, first follow these steps in the Admin Control Panel:



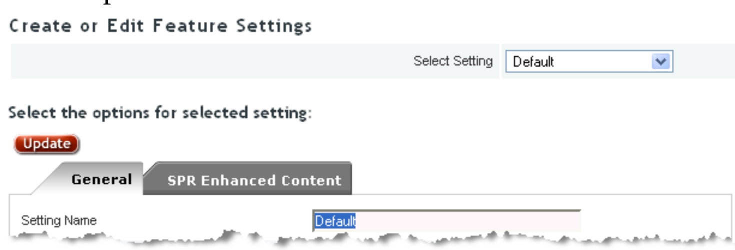
1. Under **SiteInfo**, select **Remit A/R Settings.**
2. Choose the appropriate **Location** from the pull down menu.

Note:	You can enter a separate address for each location you set up in **Location Management**.

3. Click the **Add** button.
4. Specify the address customers should use when mailing payments.
5. Click the **Update** button.

Allow Customers to Use Online A/R Remittance

Once Remittance is set up, follow these steps in the Admin Control Panel:



1. Under **CustomerSettings**, select **Feature**.
2. **Edit** an existing group (or **Add** a new group).
3. Toward the bottom of the General tab, click the **Allow Online AR Remittance** checkbox. This will activate the "Pay Invoices" link on the user's page.

4. Click the **Save** or **Update** button.

Customer Steps: View Outstanding Invoices, Select and Print Invoices, Pay Online

Once a customer group is set up for online A/R, they can print invoices or pay online:

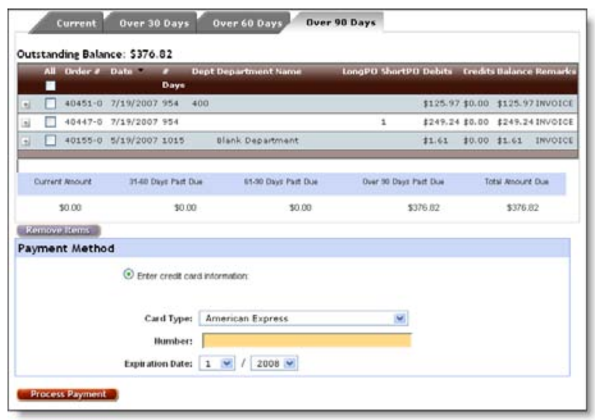
1. Log in to your shopping site as a user.
2. Hover over **My Account** on the top navigation bar and choose the **Pay Invoices** option.
3. If your user account is associated with multiple accounts, you can **Choose an Account**. The selected account number and name will determine what invoices are displayed from the back-end system's Accounts Receivable history.

Note: If you are set up to be able to shop for other users or departments, your currently selected Department overrides the Account choice. To change this selection, click the My Account menu and select Choose Account. You can also logout and back in to return to your default account settings.

4. To limit to current invoices, or over 30, 60 and 90 Days, click the appropriate tabs.
5. To drill down to individual invoices, click the + button.
6. To select which invoices you would like to pay, mark each checkbox or **All**.
7. To print a statement that can be mailed with payment, click **Print Remit Form**.

Note: Pop-ups must be allowed for this site to print the remittance form.

8. To pay online, click **Pay by Credit Card**.
9. To edit your billing information, click **Edit**, make changes as needed, and click **Save**.
10. If default credit cards are set up for your master account in the back-end system, you can use the default (for example, Visa ending in 1234), select from the list if it exists, or enter a new credit card type, number, and expiration date.



Note: This allows you to use the credit card for a one-time payment. It does not sign you up for automated payments.

11. Click **Process Payment**. While you are online, the system will submit your payment to the back-end system and query your credit card carrier's authorization status.
    - **Complete**: The system notifies you of the transaction number, and that your credit card is approved, your outstanding balance updated, and a confirmation email sent.
    - **Declined**: You are prompted to enter a different card or contact customer support.
    - **Error**: The system notifies the administrator. To avoid duplicate payments, do not re-attempt payment until you have confirmed with Customer Support that it is necessary.
    - **In Process**: If authorization is not complete within a few seconds, the system notifies you that you should expect a confirmation email.