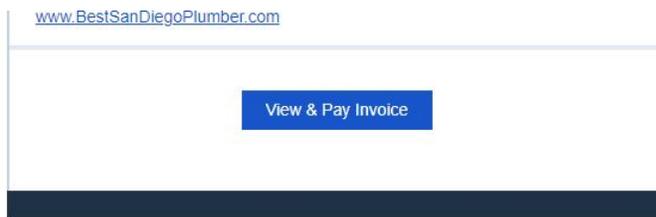


## Secure Payment feature – Emailed to you

You may be looking online for a payment feature if you read the email we sent you with your invoice but **that feature is not located on our website.**

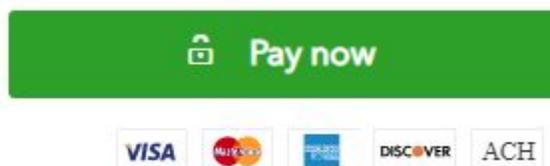
1. To pay using the online feature, you will need to **go to the original email that we sent you with the invoice.** At the bottom of that email is a blue colored box as shown. *If you did not receive an email, check the email address that you gave us when you set up your account or the job, check your spam or junk folder and if it is not there call our office and we will check that we have your information in our system correct and if necessary, resend it to you.*

2. **Click on the blue box that states View and Pay.** This will pull up the invoice detail for your review.



To see the details on the invoice, scroll down this screen to review the invoice details. These details will provide you information about the job – The work order we received, the job notes from the plumber, any parts used and the plumbers time on the job with the costs for each item.

3. On the top right of the next screen is a large green box, and below it you will see the various payment options available. These include your bank check (ACH) and credit card options. **Click on the green box when you have your credit card or bank check information available.**



We set up this system to protect you and your information. Please be aware if you use this system once that Powers Plumbing does not receive any of your credit card information or store it. The service is

provided through QuickBooks/Intuit secure server. We, therefore, do not have any of your information on file besides the information you gave us to contact you for the job and the email address you gave us when you set up the work.

The total amount of the invoice is automatically included when you click pay now so you don't have to go back and forth between screens. The information that is needed to send this online payment is shown below depending on if you choose to pay by credit card or by bank transfer and typical for most online transactions. **4. Fill in your bank or credit card information and click the green Send Payment button.**

*This is the information needed when paying by Credit Card*

Payment method

Credit card  Bank transfer

Credit card number

Expiration date    Security code    Billing ZIP code

Cardholder name

Save payment method to pay faster next time (sign in or create an account to save)

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Payment amount

*This is the information needed if paying by bank check or ACH*

Account type



Routing number    Account number

Confirm account number

Account holder's first name    Account holder's last name

Save payment method to pay faster next time (sign in or create an account to save)

By selecting Send payment, I accept the [Terms of Service](#) and [Privacy Policy](#). I also allow Intuit to charge \$3,600.00 to my card on August 24, 2018.

[Send payment](#)

Quickbooks/Intuit offers you the option to save this information just below the account holder or cardholder name. with their system in the event you work with other companies who use this same system or have recurring invoices from us. This is completely your discretion, and is available as an option to you and a matter of security vs. convenience. For your security, we would not recommend that you save any credit card information on any online service but instead take the minute that it takes to add it in each time.

Lastly, if you received a statement from us **it does not** include the “Pay Now” option, and it may include finance charges and those will not be shown on the original invoice. We ask that make the payment by sending us your check or call the office 619-295-2115 and we will be able to take your information over the phone.

We hope that this answered any questions that you have regarding online payments. If you need any further assistance, please feel free to contact our office 619-29-5-2115.