LOFFLER

Client Online Payment Portal Guide

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Getting Started

Loffler Companies, Inc. has implemented a new online payment portal. Future invoices will have a link embedded for you to pay your invoices online, so it's important that you receive your invoices electronically. Please reach out to <u>AR@loffler.com</u> with the email address to receive invoices.

You have the option to pay by credit card or ACH payment. A 3% charge will be applied to credit card payments; ACH payments have no additional fees.

When you are ready to pay your invoice, please visit <u>https://payments.ceojuice.com/loffler</u>. Have your invoice number, invoice due date, and zip code ready as you see it on your invoice. You will be able to store payment information and set up recuring automatic payments if you wish.

To get started, create your login by clicking one of the LOG IN buttons:

| 📔 - JuicePaymentGateway 🛛 🗙 | + | | |
|-----------------------------|---------------------------------|--|--|
| ← → C 🌲 payments.ceojui | ce.com/loffler | | Q |
| | LOFFLER | | Seurch LOGIN |
| | | | |
| | +ĴLOG IN | ≗ + sign up | Q INVOICE SEARCH |
| | Log in for additional features. | Registed users have additional features. | If you have a few details, you can find an invoice without logging in. |

To register and save payment information, Click on Create an Account:

Login or Create an account

| Use your Microsoft account to log in | |
|--------------------------------------|--|
| | |
| or register a new account | |
| email | |
| password | |
| confirm password | |
| Register | |

Enter your email address and assign a password, **you must use the email address that you currently receive invoices to**, then select Register.

A validation email will be sent from alerts@ceojuice.com, to the email address you registered with, open that email (check junk folder if it's not in your inbox).

| CEO | Juice Payments | |
|-------|---|---|
| | Check your email to activate your account | |
| Click | on the link in the email to confirm your account. | |
| | Confirm your email address - CEO Juice Payments > Inbox > alerts@ceojuice.com to me * | Ú |
| | | |

*If you didn't receive your verification email you can choose Resend email confirmation. After you have registered, if you have forgotten your password you can choose Forgot your password.

| 2 | | →) Login | |
|-------------|------------------|-----------------|---------------------------|
| Forgot your | <u>password?</u> | 4 | Resend email confirmation |

You can now login using those credentials at https://payments.ceojuice.com/loffler.

| Login or <u>Create an account</u> | | |
|-------------------------------------|--|--|
| Log in using your Microsoft account | | |
| | | |
| or | | |
| email | | |
| password | | |
| Remember me? | | |
| +) Login | | |

How to View Invoices

Once logged in your default homepage will be the below, where you can view a single invoice under invoice search, see all open invoices, save payment details and manage your user profile.

| OFFLER | | Search Invoices 👻 🌣 🔹 LOGOUT |
|---|-------------------------------------|---|
| [+LOG OUT | E OPEN INVOICES | Q INVOICE SEARCH |
| | View you open invoices sent to you. | If you have a few details, you can find an invoice that was not sent to you. |
| SAVED PAYMENT DETAILS | | Juser Profile |
| View your saved payment details and autopay settings. | | Manage your user profile. |

Invoice Search, opens up a search page to view single invoices by entering the invoice number, invoice due date and postal code (you do not have to be logged in to view this page)

| Search for an inv | voice or log in to see | all of your invoices |
|-------------------|--------------------------------------|----------------------|
| | Invoice Number | |
| | Invoice Date or Due Dat | e |
| | mm/dd/yyyy | |
| | Postal Code (billing or shipping) | |
| | Search | |

Open Invoices, allows you to see all open invoices.

List of multiple invoices

| Due Date | | Balance Remaining | | 0 |
|------------------------|------------|-------------------|------------------|----------------------------|
| CW138543 | \$585.00 | \$585.00 | PAY THIS INVOICE | Add to the batch pay queue |
| 4380870 5 6/11/2023 | \$1,177.30 | \$1,177.30 | PAY THIS INVOICE | Add to the batch pay queue |

If you get a message saying Don't see the invoice you're looking for? It's possible there are no open invoices or you have registered with an email address that is not originally associated with that invoice.



How to Pay Invoices

Under Open Invoices, display all your companies open invoices

| LOF | FLER | | | 0 |
|-----------|----------------|-------------------|------------------|----------------------------|
| Due Date | Invoice Amount | Balance Remaining | | |
| CW138543 | | | | |
| 7/15/2022 | \$585.00 | \$585.00 | PAY THIS INVOICE | Add to the batch pay queue |
| 4380870 | | | | |
| 6/11/2023 | \$1,177.30 | \$1,177.30 | PAY THIS INVOICE | Add to the batch pay queue |

To make a payment for one invoice, Click on the PAY THIS INVOICE button.

| ales Invoice | CW138543 | | | | |
|------------------------|------------------------------|-----------------------|----------|--------|----------|
| ue Date | 7/15/2022 | Credit Card | | ACH | |
| nvoice Amount | \$585.00 | Amount | \$585.00 | Amount | \$585.00 |
| | | Fee | \$17.55 | Fee | \$0.00 |
| en | | Total | \$602.55 | Total | \$585.00 |
| nvoice Balance | \$585.00 | | | | |
| Other Invoices | \$112,982.30 (5 invoices) | Routing Number | | | |
| Download not availabl | e. Check back later or email | 000000000 | | | |
| m@loffler.com for a co | py of your invoice. | Account Number | | | |
| | | 00000000000 | | | |
| r@loffler.com | | Verify Account Number | | | |
| www.loffler.com/ | | 00000000000 | | | |
| | | Name on Account | | | |
| | | | | | |
| | | Postal Code | | | |
| | | | | | |
| | | | | | |
| | | First Name | | | |
| | | | | | |
| | | Last Name | | | |
| | | | | | |
| | | Email | | | |
| | | | | | |
| | | | | | |

Ensure your payment amount is correct. Select your payment option, **ACH or Credit Card**, enter payment details, click **Pay** at the bottom to process payment.

A payment confirmation number will pop up, and you will also be emailed a payment confirmation.



Paying multiple invoices with the one payment

Under Open Invoices, choose *Add to the batch pay queue* for each invoice you want to pay, then choose payment amount above to open the payment screen.

| Due Date | Invoice Amount | Balance Remaining | | |
|------------|----------------|-------------------|------------------|---------------------------|
| CW138543 皆 | | | | |
| 7/15/2022 | \$585.00 | \$585.00 | PAY THIS INVOICE | Add to the batch pay queu |
| 380870 皆 | | | | |
| 6/11/2023 | \$1,177.30 | \$1,177.30 | PAY THIS INVOICE | Add to the batch pay quet |
| 386529 💆 | | | | |
| i/17/2023 | \$780.00 | \$780.00 | PAY THIS INVOICE | Add to the batch pay que |
| CW170043 皆 | | | | |
| 7/13/2023 | \$1,755.00 | \$1,755.00 | PAY THIS INVOICE | Add to the batch pay quee |
| W172427 皆 | | | | |
| 3/12/2023 | \$2,145.00 | \$2,145.00 | PAY THIS INVOICE | Add to the batch pay queu |
| 450544 🔁 | | | | |
| /2/2023 | \$107,125.00 | \$107,125.00 | PAY THIS INVOICE | Add to the batch pay quee |
| | A113 FC7 30 | Aug 257 30 | | |

The invoices you chose to pay are listed on the left and the total amount at the top, enter payment information below to complete.

Client Online Payment Portal Guide

| | | 20 mm | FK | \$ 2542 3000 | | | |
|-----------|--------------------|-------|------------|--------------------------|----------------------------------|----------------|------------|
| voice | CW138543 | 6 | \$585.00 | | | | |
| ivoice | 4380870 | 6 | \$1.177.30 | | | | |
| nvoice | 4386529 8 \$780.00 | | | Credit Card | | ACH | |
| | | Total | \$2,542.30 | Amount | \$2,542.30 | Amount | \$2,542.30 |
| | | | | Fee | \$76.27 | Fee | \$0.00 |
| colonier. | com | | | | 52,010.57 | Total | şz,54z.50 |
| ww.lottle | r.com/ | | | | | | |
| | | | | Routing Number | | | |
| | | | | 00000000 | | | |
| | | | | Account Number | | | |
| | | | | 00000000000 | | | |
| | | | | Verify Account Number | | | |
| | | | | 00000000000 | | | |
| | | | | Name on Account | | | |
| | | | | | | | |
| | | | | First Name | | | |
| | | | | | | | |
| | | | | Last Name | | | |
| | | | | Email | | | |
| | | | | | | | |
| | | | | Postal Code | | | |
| | | | | | | | |
| | | | | Automantically pay invoi | ices from Loffler using these pa | yment details. | |
| | | | | | | | |
| | | | | | | | |
| | | | | | PAY \$2 | ,542.30 | |

Schedule AutoPay

To set up autopay, click *Automatically pay invoices* at the bottom of the screen. Make your auto pay selections:

- Pay on the due date or a specific day of month
- Select the end date (optional)
- Set a Minimum or Maximum amount for auto pay (optional)
- Select the types of invoices you want to auto pay.

| | | \$ 585,0000 | | | |
|---|-------------------------------|--|---|---|-----------------|
| | | 3 365.0000 | | | |
| s Invoice Date | CW138543 7/15/2022 | Credit Card | | АСН | |
| ce Amount | \$585.00 | Amount | \$585.00 | Amount | \$585 (|
| | | Fee | \$17.55 | Fee | \$0.0 |
| | | Total | \$602.55 | Total | \$585.0 |
| ce Balance | \$585.00 | | | | |
| Invoices | \$112,982.30 (5 invoices) | Routing Number | | | |
| In the second | | 00000000 | | | |
| load not availabl | ie. Check back later or email | Account Number | | | |
| incheologi for a ca | spy or your involcer | 00000000000 | | | |
| ffler.com | | Verify Account Number | | | |
| w.loffler.com/ | | 00000000000 | | | |
| | | Name on Account | | | |
| | | | | | |
| | | Destal Carla | | | |
| | | Postal Code | | | |
| | | | | | |
| | | | | | |
| | | First Name | | | |
| | | | | | |
| | | Last Name | | | |
| | | | | | |
| | | Email | | | |
| | | | | | |
| | | | | | |
| | | Automatically pay invoices | from Loffler using these pay | ment details. | |
| | | Auto-pay on 🔾 Due Date 📿 | Day of Month | | |
| | | End Date - Terminate the auto | ay after this date | | |
| | | NO TERMINATION mm/d | ld/yyyy | | |
| | | Min/Max Amount Only pay inv | oices for amounts in this ran | ge (leave blank or zero for no limit) | |
| | | NO MIN 0.00 | | NO MAX 1000000.00 | |
| | | Auto pou invoices of these time | | 100000.00 | |
| | | Auto-pay invoices of these typ | es Service Ticket | Sales Oth | her |
| | | Contract | - Service Honer | - 34153 | and I |
| | | There are 5 additional Invoice details. You can view your ope | s for a total of \$112,982.30 cι n invoices from the menu at | irrently open that will also be paid usin the top. | g these payment |
| | | | | | |
| | | | PAY \$ | 585.00 | |
| | | | | | |

If there are no open invoices you can go directly to **Saved Payment Details** from the landing page

| LOFFLER | | Search Invoices 👻 🏚 👻 💄 LOGOUT |
|-----------------------|-------------------------------------|---|
| [+LOG OUT | | Q INVOICE SEARCH |
| | View you open invoices sent to you. | If you have a few details, you can find an invoice that was not sent to you. |
| SAVED PAYMENT DETAILS | | Loser PROFILE |

If you have no stored payment details, click on ADD AUTO PAY DETAILS FOR LOFFLER

| LOFFLER | Search Invoices 👻 🏚 👻 🚨 LOGOUT |
|--|--|
| Manage your stored payment details a | nd authorized automatic payments |
| You have no stored payment details. You can choose to store your payment details, and optiona you will need to wait until a new invoice arr | lly, authorize automatic payments from the pay invoice page. If you have no current invoices, ives before sotring your payment details. |
| ADD AUTO PAY DETAILS FOR LOFFLER | |
| I. Choose Payment Method | |

2. Enter Payment Details

3. Choose when to auto pay on due date of a specific day of the month, set termination date, a min or max dollar amount and choose types of invoices applicable to auto pay

4. Choose Submit Auto Pay at the bottom to save all payment details

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| Add a new payment method for automatic payments to Loffler It Method It Method It Card It Number 10000000 IN Max In Account In Account <th>roices · · ·</th> <th>LOGOL</th> | roices · · · | LOGOL |
|--|--------------|-------|
| nt Method dit Card t Number 10000000 gNumber 10000 in Account 10de 10d | | |
| ht Method dit Card t Number 20000000 gNumber 20000 in Account Code st Name st Name st Name st Name y on O Due Date O Day of Month te - Terminate the autoay after this date NO TERMINATION mm/dd/yyyy x Amount Only pay invoices for amounts in this range (leave blank or zero for no limit) N 0.00 y invoices of these types tott O Service Ticket O Service Ticket O Service Ticket O Sales o there | | |
| t Number | | |
| 200000000 gNumber 30000 in Account Code st Name st Name st Name y on O Due Date O Day of Month re - Terminate the autoay after this date NO TERMINATION mm/dd/yyyy x Amount Only pay invoices for amounts in this range (leave blank or zero for no limit) N 0.00 y invoices of these types tract O Service Ticket Sales O Other | | |
| gNumber: 00000 on Account Code st Name st Name st Name y on O Due Date O Day of Month te - Terminate the autoay after this date NO TERMINATION mm/dd/yyyy x Amount Only pay invoices for amounts in this range (leave blank or zero for no limit) N 0.00 y invoices of these types tract O Service Ticket Sales O Other | | |
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| n Account | | |
| St Name st Name st Name st Name y on O Due Date O Day of Month re- Terminate the autoay after this date NO TERMINATION mm/dd/yyyy x Amount Only pay invoices for amounts in this range (leave blank or zero for no limit) No MAX 1000000.00 y invoices of these types tract Service Ticket | | |
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| st Name ay on O Due Date O Day of Month te - Terminate the autoay after this date NO TERMINATION mm/dd/yyyy x Amount Only pay invoices for amounts in this range (leave blank or zero for no limit) x Amount Only pay invoices of these types tract Service Ticket Sales Other | | |
| ay on O Due Date O Day of Month te - Terminate the autoay after this date NO TERMINATION mm/dd/yyyy x Amount Only pay invoices for amounts in this range (leave blank or zero for no limit) N 0.00 y invoices of these types tract Service Ticket Sales Other | | |
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| x Amount Only pay invoices for amounts in this range (leave blank or zero for no limit) N 0.00 NO MAX 1000000.00 Invoices of these types tract Invoices of these types Tract Invoices of these types Tract Invoices of these types Invoices of these | | |
| IN 0.00 NO MAX 1000000.00 In iteration in the set of th | | |
| ay invoices of these types tract Service Ticket Sales Other | | |
| tract Service Ticket Sales Other | | |
| | | |
| IT AULO-PAY Only invoices from Loffler and sent to your email address will be paid with the auto-pay details. | | |
| | | |