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		Se irch LOGIN
	+]LOG IN	L+ 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 *	

*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.

5		→) Login	
	Forgot your password?	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?
◆J 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		Ser 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

	FLER			
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			
Due Date	Invoice Amount	Balance Remaining		6
CW138543 5	\$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.

LOF	FLER	\$ 585.0000			
ales Invoice ue Date	CW138543 7/15/2022	Credit Card		ACH	
nvoice Amount	\$585.00	Amount	\$585.00	Amount	\$585.00
		Fee	\$17.55	Fee	\$0.00
ben		Total	\$602.55	Total	\$585.00
nvoice Balance	\$585.00				
Other Invoices	\$112,982.30 (5 invoices)	Routing Number			
Download not availabl	le. Check back later or email	000000000			
ar@loffler.com for a co		Account Number			
		00000000000			
ar@loffler.com		Verify Account Number			
www.loffler.com/		00000000000			
		Name on Account			
		Postal Code			
		First Name			
		Last Name			
		Email			
		Automantically pay invoic	es from Loffler using these pa	vment details	
		Hatomanacomy pay involc	to not neotice using these pe	jinen seuns.	
			PAY \$	85.00	

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 🔁				
7/15/2022	\$585.00	\$585.00	PAY THIS INVOICE	Add to the batch pay queu
4380870 皆				
6/11/2023	\$1,177.30	\$1,177.30	PAY THIS INVOICE	Add to the batch pay queu
4386529 5				
6/17/2023	\$780.00	\$780.00	PAY THIS INVOICE	Add to the batch pay queu
CW170043 🔁				
7/13/2023	\$1,755.00	\$1,755.00	PAY THIS INVOICE	Add to the batch pay queu
CW172427 🛅				
8/12/2023	\$2,145.00	\$2,145.00	PAY THIS INVOICE	Add to the batch pay queu
4450544 🔁				
9/2/2023	\$107,125.00	\$107,125.00	PAY THIS INVOICE	Add to the batch pay queu

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

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	DFI	20 mm	FR	\$ 2542.3000			
voice	CW138543	6	\$585.00	3 234213000			
woice	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
		rotai	32,342.30	Fee	\$76.27	Fee	\$0.00
renomer.				Total	\$2,618.57	Total	\$2,542.30
				Routing Number			
				00000000			
				Account Number			
				00000000000			
				Verify Account Number			
				00000000000			
				Name on Account			
				First Name			
				Last Name			
				Email			
				Email			
				Postal Code			
				Automantically pay invo	ices from Loffler using these pa	vment details.	
					<u> </u>	,	
					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.

()	FLER	Payment Amount \$ 585.0000			
		3 383.0000			
es Invoice Date	CW138543 7/15/2022	Credit Card		АСН	
ice Amount	\$585.00	Amount	\$585.00	Amount	\$585.0
		Fee Total	\$17.55 \$602.55	Fee Total	\$0.0 \$585.0
ce Balance Invoices	\$585.00 \$112,982.30 (5 invoices)			L	
		Routing Number			
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o <mark>ffler.com</mark> for a co	opy of your invoice.	Account Number			
-		0000000000			
ffler.com loffler.com/		Verify Account Number			
aomencomy		0000000000			
		Name on Account			
		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			
		NO TERMINATION mm/d	d/yyyy		
		Min/Max Amount Only pav inv	pices for amounts in this ran	ge (leave blank or zero for no limit)	
		NO MIN 0.00		NO MAX 1000000.00	
		Auto-pay invoices of these typ	29		
			Service Ticket	Sales Oth	er
		There are 5 additional Invoices details. You can view your ope		rrrently open that will also be paid using the top.	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	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 View your saved payment details and autopay settings.		LISER PROFILE Manage your user 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	
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 Payment Method ACH Credit Card Counter Counter Counter Counter Counter Cou	ent Method (H edit Card int Number 0000000 ing Number 000000 ion Account I Code irist Name ast Name pay on O Due Date O Day of Month ate - Terminate the autoay after this date NO TERMINATION mm/dd/yyyy tax Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)	
ACH Credit Card Account Number 000000000 Routing Number 00000000 Name on Account Postal Code Four First Name Account First Name Account Last Name Account State Contract No TERMINATION mn/dd/yyyy Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit) NOMIN 0.00 No MAX 1000000.00 No MAX 1000000.00	CH edit Card Int Number 0000000 ng Number 000000 on Account I Code Tirst Name ast Name pay on O Due Date O Day of Month ate - Terminate the autoay after this date NO TERMINATION mm/dd/yyyy Tax Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)	
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Auto-pay invoices of these types	MIN 0.00 NO MAX 1000000.00	
Contract Service Ticket Sales Other		
SUBMIT AUTO-PAY Only invoices from Loffler and sent to your email address will be paid with the auto-pay details.		3. ¹
	MIT AUTO-PAY Only invoices from Loffler and sent to your email address will be paid with the auto-pay details.	Other
		Other