How to Access the Payment Portal

Step 1: access this website https://rstechnology.connectboosteronline.com/

Step 2: Enter user name (user name being your email address that is receiving this email)
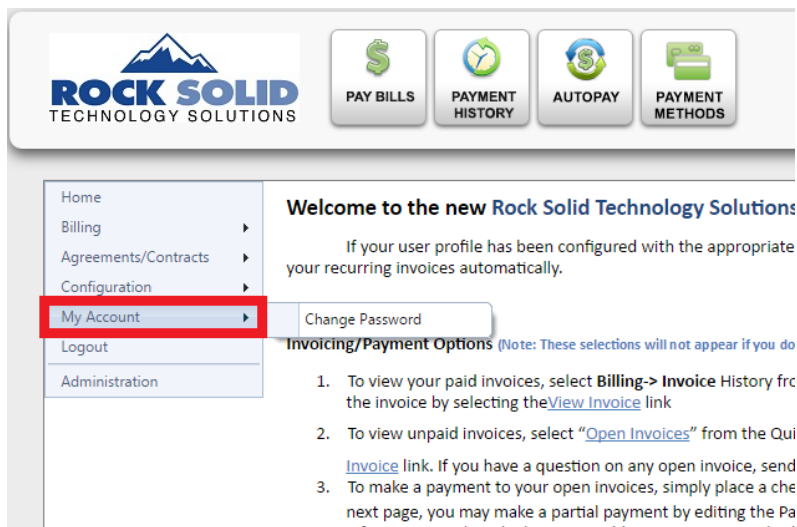
Step 3: Enter password

- If you do not know your password, go to this link Request Access

Step 4: Press 'enter' on keyboard or click 'Log In'

There you have it, access to the invoice portal.

If you would like to change the password, once you are logged in locate the 'My Account' link in the left hand side of the screen, hover your mouse/courser over it (pictured below).

You will see a 'Change Password' button slide out to the side. It will prompt you to put in your new password and then confirm it.
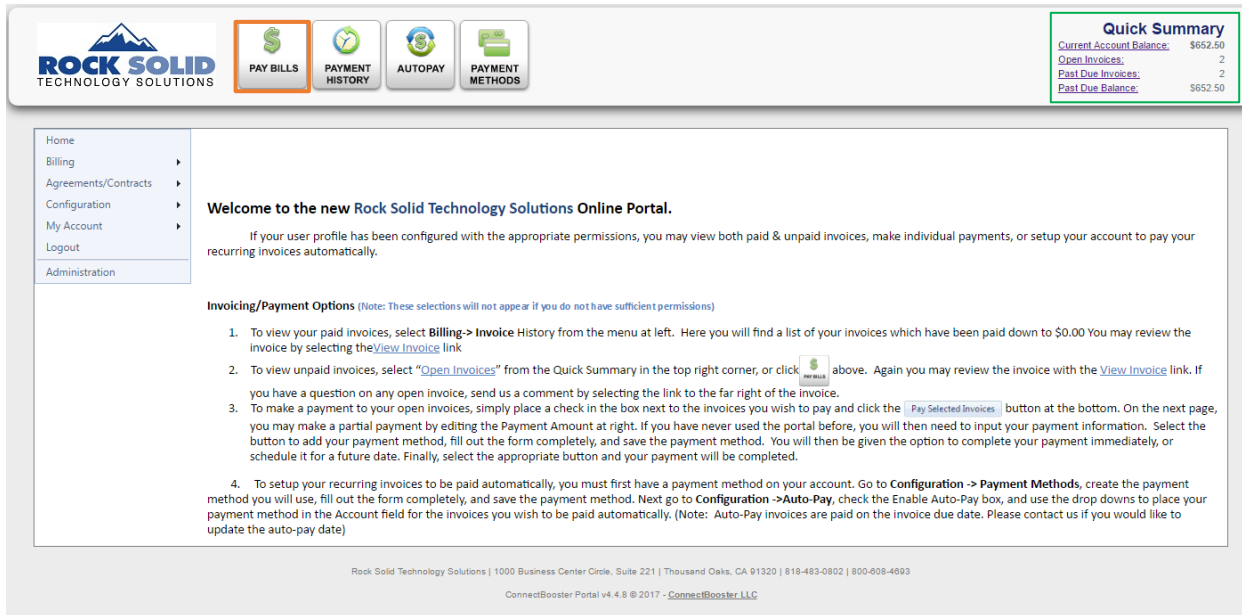
How to make a payment using the Online Payment Portal

Once you have logged in using your credentials below is a screen shot of what the dashboard looks like.

You can see in the upper right hand corner of the screen a "Quick Summary" (green box).

To continue with making a payment you will click the [$ PAY BILLS] (also in the orange box below).
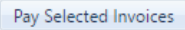

This takes you to the Open Invoice(s) page.

Here you will see the list of open invoices including their details of:

- Due Date
- Balance
- Invoice #

You can also click the "View Invoice" link to view the individual invoice (green box).

To select the Invoice(s) you want to pay you will select the check box to the right of the invoice you want to pay (red box) *-you can select as many invoices to pay at once-*

Once you have selected the invoice(s) that you want to pay, proceed with click the [Pay Selected Invoices] (purple box)
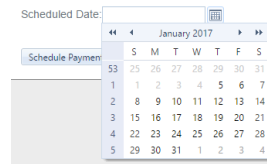
This takes you to the Invoice Payment Screen

From here you can choose to make partial payment or full payment of all selected invoices. You can change this amount indicated by the green box in the screen shot below.

You will then select the payment method from the drop down indicated in the red box. This will show the saved payment methods that you have on the account.

From there you can decide to "Pay Now" or "Pay Future"

- Pay Now – payment will be made on date of submitted payment

- Pay Future – payment will be made on scheduled date

Congratulations! You have successfully made a payment (we thank you very much!)

We do not accept American Express payments

How to Sign up for AutoPay

From the dashboard, the screen the shows up when you first log in, click the Payment Methods

(red box)

This takes you to Auto-Pay Configuration page.

From here you select the account you would like the auto-payment to draft from. Options in the drop down menu indicated by the green square. Make notice of the verbiage to the left of the box stating that "Enable Auto-Pay on all invoices under $1,000.00" which means the Auto-Pay function will pay all invoices that are under $1,000.00. This does not include the sum of the invoices, it is based off the individual invoice

Go ahead and select the saved payment method/account desired to use for Auto-Pay.

Verify the Auto-Pay Enabled box is checked ☑ Auto-Pay Enabled (red box)

Once an account is selected click the Save Auto-Pay Settings Save Auto-Pay Settings (blue box)

Once enrolled in Auto-Pay your invoices will be automatically paid from the selected account on the due date of the invoice.