

Quick Guide to Invoice Payment Portal

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)

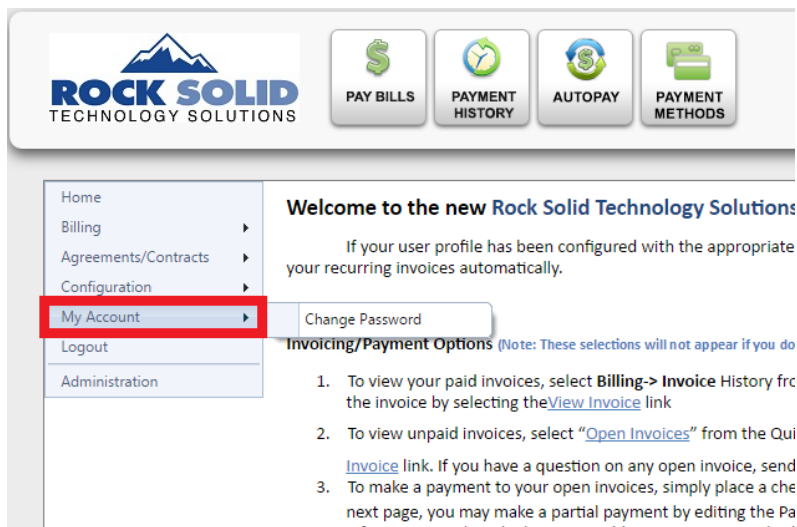
Step 3: Enter password

- 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.

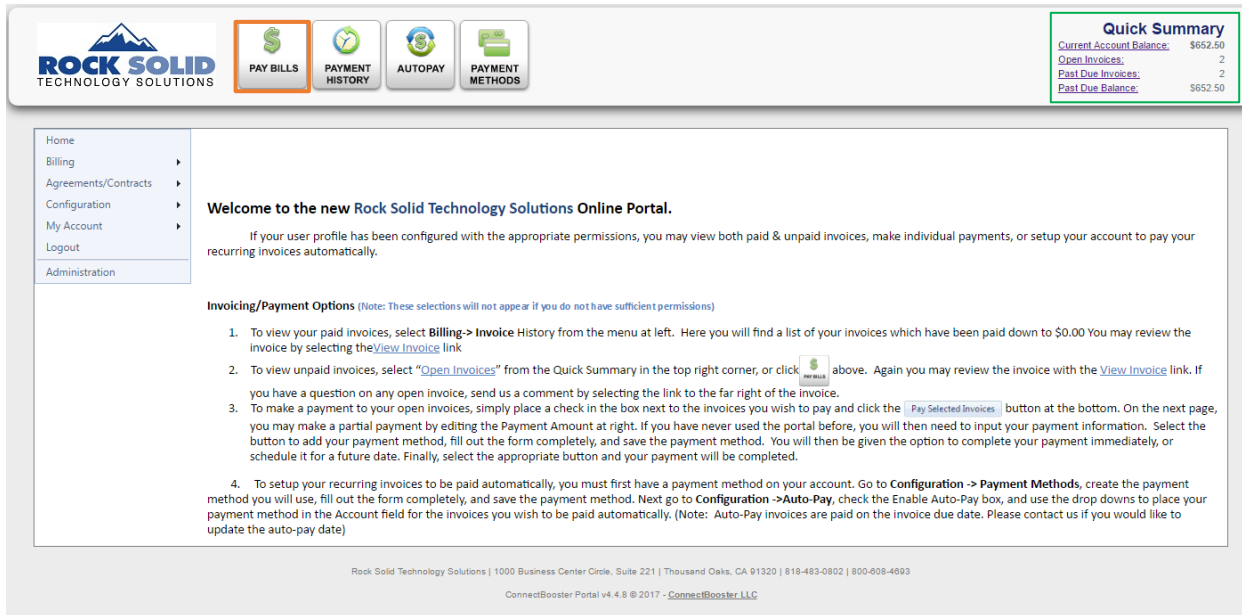
Quick Guide to Invoice Payment Portal

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  (also in the orange box below).




Home
Billing
Agreements/Contracts
Configuration
My Account
Logout
Administration

Quick Summary
Current Account Balance: \$652.50
Open Invoices: 2
Past Due Invoices: 2
Past Due Balance: \$652.50

Rock Solid Technology Solutions Online Portal.

If your user profile has been configured with the appropriate permissions, you may view both paid & unpaid invoices, make individual payments, or setup your account to pay your recurring invoices automatically.

Invoicing/Payment Options (Note: These selections will not appear if you do not have sufficient permissions)

- To view your paid invoices, select **Billing-> Invoice History** from the menu at left. Here you will find a list of your invoices which have been paid down to \$0.00 You may review the invoice by selecting the [View Invoice](#) link
- To view unpaid invoices, select “[Open Invoices](#)” from the Quick Summary in the top right corner, or click  above. Again you may review the invoice with the [View Invoice](#) link. If you have a question on any open invoice, send us a comment by selecting the link to the far right of the invoice.
- To make a payment to your open invoices, simply place a check in the box next to the invoices you wish to pay and click the [Pay Selected Invoices](#) button at the bottom. On the next page, you may make a partial payment by editing the Payment Amount at right. If you have never used the portal before, you will then need to input your payment information. Select the button to add your payment method, fill out the form completely, and save the payment method. You will then be given the option to complete your payment immediately, or schedule it for a future date. Finally, select the appropriate button and your payment will be completed.
- To setup your recurring invoices to be paid automatically, you must first have a payment method on your account. Go to **Configuration -> Payment Methods**, create the payment method you will use, fill out the form completely, and save the payment method. Next go to **Configuration ->Auto-Pay**, check the Enable Auto-Pay box, and use the drop downs to place your payment method in the Account field for the invoices you wish to be paid automatically. (Note: Auto-Pay invoices are paid on the invoice due date. Please contact us if you would like to update the auto-pay date)

Rock Solid Technology Solutions | 1000 Business Center Circle, Suite 221 | Thousand Oaks, CA 91320 | 818-483-0802 | 800-808-4693
ConnectBooster Portal v4.4.8 © 2017 - ConnectBooster LLC

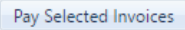
This takes you to the Open Invoice(s) page.

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  (purple box)

Quick Guide to Invoice Payment Portal

Rock Solid Technology Solutions

Quick Summary
 Current Account Balance: \$652.50
 Open Invoices: 2
 Past Due Invoices: 2
 Past Due Balance: \$652.50

Accounting - Open Invoices

Due Date	Invoice #	PO #	Total	Balance	Pending Payment	Scheduled Payment	AutoPay Payment
12/14/2016	22002		\$405.00	\$405.00			
12/30/2016	22104		\$247.50	\$247.50			

Pay: \$0.00

Rock Solid Technology Solutions | 1000 Business Center Circle, Suite 221 | Thousand Oaks, CA 91320 | 818-483-0802 | 800-808-4693
 ConnectBooster Portal v4.4.8 © 2017 - ConnectBooster LLC

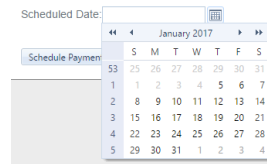
This takes you to the Invoice Payment Screen

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

Rock Solid Technology Solutions

Quick Summary
 Current Account Balance: \$652.50
 Open Invoices: 2
 Past Due Invoices: 2
 Past Due Balance: \$652.50

Accounting - Invoice Payment

Due Date	Pending Payment	Scheduled Payment	Invoice #	PO #	Total	Balance	Payment Amount
12/14/2016			22002		\$405.00	\$405.00	\$405.00
12/30/2016			22104		\$247.50	\$247.50	\$247.50

Paying 2 invoices. Total amount on invoices to pay: \$652.50

Select payment method:

Pay Now Pay Future

Rock Solid Technology Solutions | 1000 Business Center Circle, Suite 221 | Thousand Oaks, CA 91320 | 818-483-0802 | 800-808-4693
 ConnectBooster Portal v4.4.8 © 2017 - ConnectBooster LLC

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

****We do not accept American Express payments****

Quick Guide to Invoice Payment Portal

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)

ROCK SOLID TECHNOLOGY SOLUTIONS

PAY BILLS PAYMENT HISTORY **AUTOPAY** PAYMENT METHODS

Quick Summary
Current Account Balance: \$652.50
Open Invoices: 2
Past Due Invoices: 2
Past Due Balance: \$652.50

Home
Billing
Agreements/Contracts
Configuration
My Account
Logout
Administration

Welcome to the new Rock Solid Technology Solutions Online Portal.

If your user profile has been configured with the appropriate permissions, you may view both paid & unpaid invoices, make individual payments, or setup your account to pay your recurring invoices automatically.

Invoicing/Payment Options (Note: These selections will not appear if you do not have sufficient permissions)

- To view your paid invoices, select **Billing-> Invoice History** from the menu at left. Here you will find a list of your invoices which have been paid down to \$0.00 You may review the invoice by selecting the [View Invoice](#) link
- To view unpaid invoices, select "**Open Invoices**" from the Quick Summary in the top right corner, or click above. Again you may review the invoice with the [View Invoice](#) link. If you have a question on any open invoice, send us a comment by selecting the link to the far right of the invoice.
- To make a payment to your open invoices, simply place a check in the box next to the invoices you wish to pay and click the **Pay Selected Invoices** button at the bottom. On the next page, you may make a partial payment by editing the Payment Amount at right. If you have never used the portal before, you will then need to input your payment information. Select the button to add your payment method, fill out the form completely, and save the payment method. You will then be given the option to complete your payment immediately, or schedule it for a future date. Finally, select the appropriate button and your payment will be completed.
- To setup your recurring invoices to be paid automatically, you must first have a payment method on your account. Go to **Configuration -> Payment Methods**, create the payment method you will use, fill out the form completely, and save the payment method. Next go to **Configuration -> Auto-Pay**, check the Enable Auto-Pay box, and use the drop downs to place your payment method in the Account field for the invoices you wish to be paid automatically. (Note: Auto-Pay invoices are paid on the invoice due date. Please contact us if you would like to update the auto-pay date)

Rock Solid Technology Solutions | 1000 Business Center Circle, Suite 221 | Thousand Oaks, CA 91320 | 818-483-0802 | 800-808-4693
ConnectBooster Portal v4.4.8 © 2017 - ConnectBooster LLC

This takes you to Auto-Pay Configuration page.

ROCK SOLID TECHNOLOGY SOLUTIONS

PAY BILLS PAYMENT HISTORY **AUTOPAY** PAYMENT METHODS

Quick Summary
Current Account Balance: \$652.50
Open Invoices: 2
Past Due Invoices: 2
Past Due Balance: \$652.50

Home
Billing
Agreements/Contracts
Configuration
My Account
Logout
Administration

Auto-Pay Configuration

Auto-Pay Enabled

Agreements/Contracts that will be automatically paid with Auto-Pay:

Name	Type Description	Last Invoice Amount	Account
No records to display.			

Enable Auto-Pay on all invoices under \$1,000.00

Acct #	Acct Name	Type	Exp Date
....	None (Do Not Auto-Pay)		
7843	SCI	ACH	

Rock Solid Technology Solutions | 1000 Business Center Circle, Suite 221 | Thousand Oaks, CA 91320 | 818-483-0802 | 800-808-4693
ConnectBooster Portal v4.4.8 © 2017 - ConnectBooster LLC

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 (blue box)

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