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 <u>Request Access</u>

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).

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Home Billing Agreements/Contracts Configuration	Welcome to the new Rock Solid Technology Solutions If your user profile has been configured with the appropriate your recurring invoices automatically.
My Account	Change Password
Logout	Invoicing/Payment Options (Note: These selections will not appear if you do
Administration	 To view your paid invoices, select Billing-> Invoice History fro the invoice by selecting theView Invoice link
	2. To view unpaid invoices, select "Open Invoices" from the Qu
	 Invoice link. If you have a question on any open invoice, send To make a payment to your open invoices, simply place a che next page, you may make a partial payment by editing the Partial pay

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.

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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 event (also in the orange box below).

Hone Billing Agreement/Contracts Agreement/Contracts 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. Administration Invoicing/Payment Options (Note: These selections will not appear if you do not have sufficient permissions) 1. 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 <u>View Invoice</u> link 2. To view unpaid invoices, select " <u>Open Invoices</u> " from the Quick Summary in the top right corner, or click you have a question on any open invoice, singh palae a check in the box next to the invoice you will be you and click the <u>Pay Selected Invoice</u> 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 to your you will then be given the option to complete 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 information. Select the button to add your payment method, fill out the form completely, and save the payment theoral completely. You will then be given the option to complete your payment immediately, or schedule if or a future date. Finally, select the appropriate button and your payment withed. You will then be given the option to complete you, and use the drop downs to place your method you will use, fill out the form completely, and save the payment method. Next go to Configuration -> Payment Meth		Image: Second State Sta
Invoicing/Payment Options (Note: These selections will not appear if you do not have sufficient 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) Invoicing/Payment Options (Note: These selections will not appear if you do not have sufficient permissions) Invoice by selecting the <u>view invoice</u> link. To view your paid invoices, select Billing > Invoices 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 <u>view invoice</u> link. To view unpaid invoices, select " <u>Open Invoices</u> " from the Quick Summary in the top right corner, or click above. Again you may review the invoice with the <u>View Invoice</u> link. If you have a question on any open invoices, simply place a check in the box next to the invoice. To make a payment to your open invoices, simply place a check in the box next to the invoice. To make a payment to your open invoices, simply place a check in the box next to the invoice. To make a payment to your open invoices, simply place a check in the box next to the invoice. To make a payment to your open invoice, simply place a check in the box next to the invoice. To make a payment to your open invoice, simply place a check in the box next to the invoice. To make a payment to your open invoice, simply place a check in the box next to the invoice. To make a payment to your open invoice, simply place a check in the box next to the invoice. To a future date. Finally, select the appropriate button and your payment when the option to complete your payment information. Select the botton 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	Billing Agreements/Contracts	Welcome to the new Rock Solid Technology Solutions Online Portal.
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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 SOLUTIO	PAY BILLS PAYMENT NS PAYBILLS PAYMENT	UTOPAY PAYMENT METHODS						Quick Sur Current Account Balance: Open Invoices; Past Due Invoices; Past Due Balance;	\$652.50 2 2 \$652.50
Home Billing > Agreements/Contracts > Configuration >	Accounting - Open Invoic	es							
My Account Logout	Due Date 🤇		Total	Balance	Pending Payment	Scheduled Payment	AutoPay Payment		
Administration	View Invoice 12/14/2016 View Invoice 12/30/2016		\$405.00 \$247.50	\$405.00 \$247.50				Questions Click Here	-
	Pay: \$0.00 Pay Selected Invoices								
	Rock Solid T	echnology Solutions 1000 Business	Center Circle, Suit			33-0802 800-608-4693			

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 SOL		PAYMENT HISTORY	PAYMENT METHODS					Quick Summary Current Account Balance: \$852.50 Open Invoices: 2 Past Due Invoices: 2 Past Due Balance: \$652.50
Home Billing + Agreements/Contracts + Configuration +	Accounting - I	Invoice Payment						
My Account Logout	Due Date	Pending Payment	Scheduled Payment	Invoice #	PO #	Total	Balance	Payment Amount
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	Select payment metho Pay Now Pay Fi Pay Now							
	Pay Now	Rack Solid Technology Sol.	tions 1000 Business Center Circle, Suit			3-483-0802 800-801	5-4693	

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

We do no	t accept American	Express	payments
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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 SOL	Image: Second
Home	
Billing	
Agreements/Contracts	
Configuration •	Welcome to the new Rock Solid Technology Solutions Online Portal.
My Account	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
Logout	recurring invoices automatically.
Administration	
	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 <u>View Invoice</u> link
	2. 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 <u>View Invoice</u> 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.
	3. 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 Sected Invoices button at the bottom. On the next pay 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. How will then payment method. You will then be given the option to complete your payment information. Select the button to add your payment method. How 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.
	4. 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 you 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 Sold Technology Solutions 1000 Business Center Circle, Suite 221 Thousand Oaks, CA 91320 818-483-0802 800-608-4893
	ConnectBooster Portal V4.4.8 © 2017 - ConnectBooster LLC

This takes you to Auto-Pay Configuration page.

	Pay Bills Paywent NS Pay Bills Paywent	PAYMENT METHODS		Quick Summary <u>Current Account Balance:</u> \$652.50 <u>Open Invokes:</u> 2 Past Due Invokes: 2 Past Due Balance: \$652.50
Home Billing + Agreements/Contracts + Configuration + My Account + Logout	Auto-Pay Configuration Auto-Pay Enabled Agreements/Contracts that will be automatically			
Administration	Name Type Description None Type Description No records to display. Enable Auto-Pay on all invoices under \$1,000.00 Save Auto-Pay Settings		Last Invoice Amount Type Exp Date ACH	Account
	Rock Solid Technolog	y Solutions 1000 Business Center Circle, Su	ite 221 Thousand Oaks, CA 91320 818-483-0802 800-6	J08-4693

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 ^{I 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.