

# CONDENSED EIPP CUSTOMER GUIDE

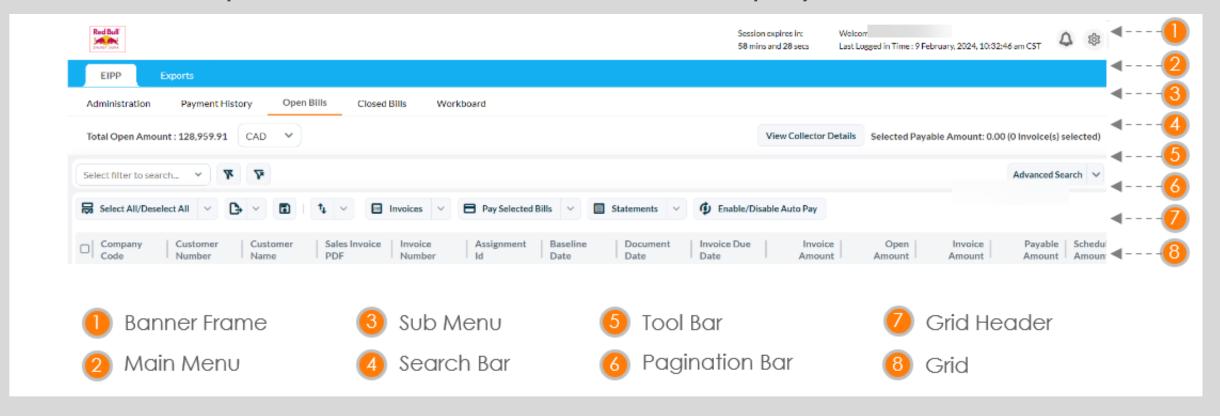






# SYSTEM NAVIGATION

• User's permissions determine features displayed

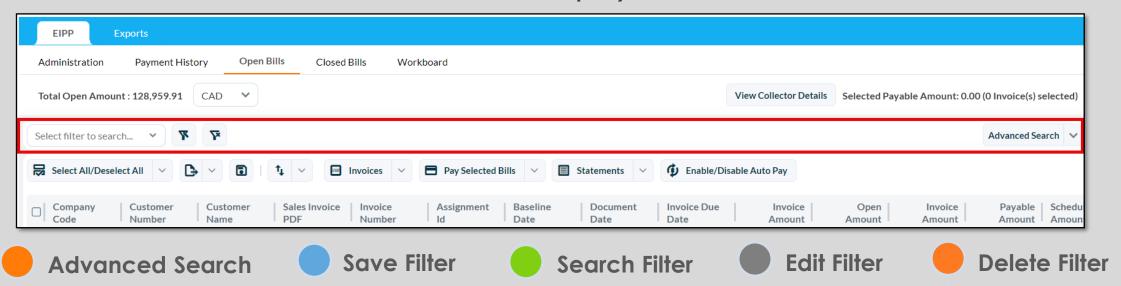






## **SEARCH BAR**

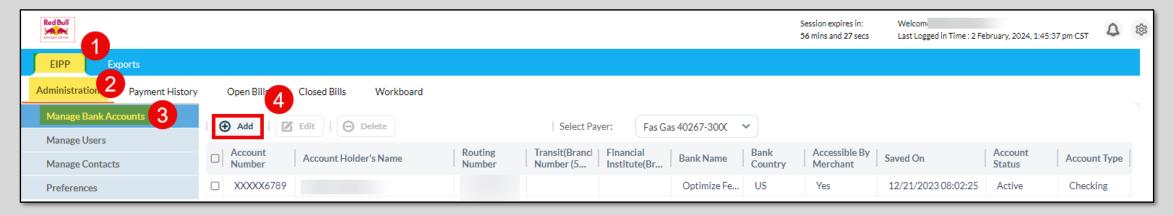
Search Bar for invoices and/or payments.







## **BANK ACCOUNTS**



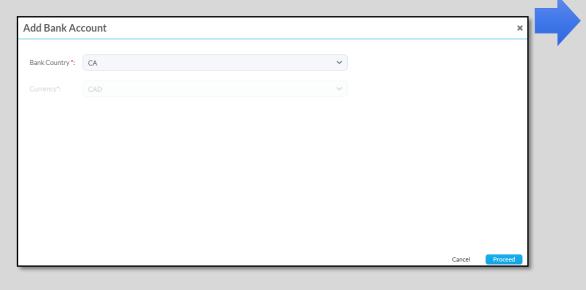
- Admin and View & Pay access can add and delete Bank Accounts
- Click Add to add new bank account





# **BANK ACCOUNTS**

- Canada Required Fields: Bank Country, Currency, Account Type, Account Number, Branch Number, Financial Institute Number, Account Holder's Name
- US Fields vary slightly



Add Bank Account		
Bank Country *:	CA ~	
Currency*:	CAD	
Bank Name:		
Account Type *:	•	
Account Number*:		0
Re-enter Account Number *:		
Transit(Branch) Number (5 digits) *:		0
Financial Institute(Branch) Number (3 digits) *:	[13]	0
Account Holder's Name *:		
Fields marked with * are mandato	ry	

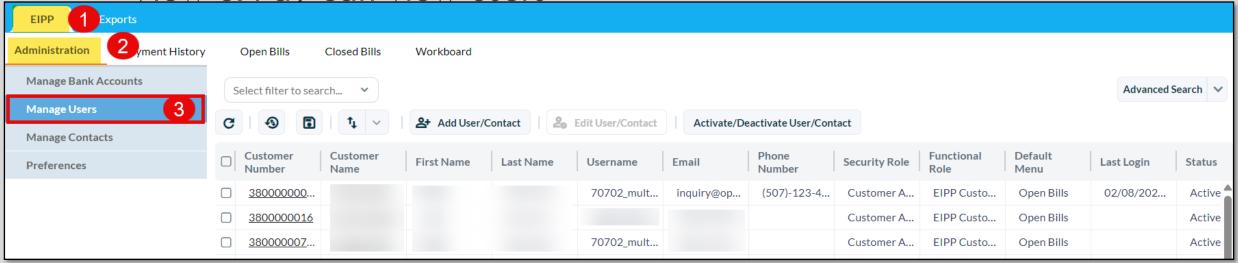




# **MANAGE USER/CONTACTS**

• The admin role can view/add/edit/deactivate users.

View & Pay can view users



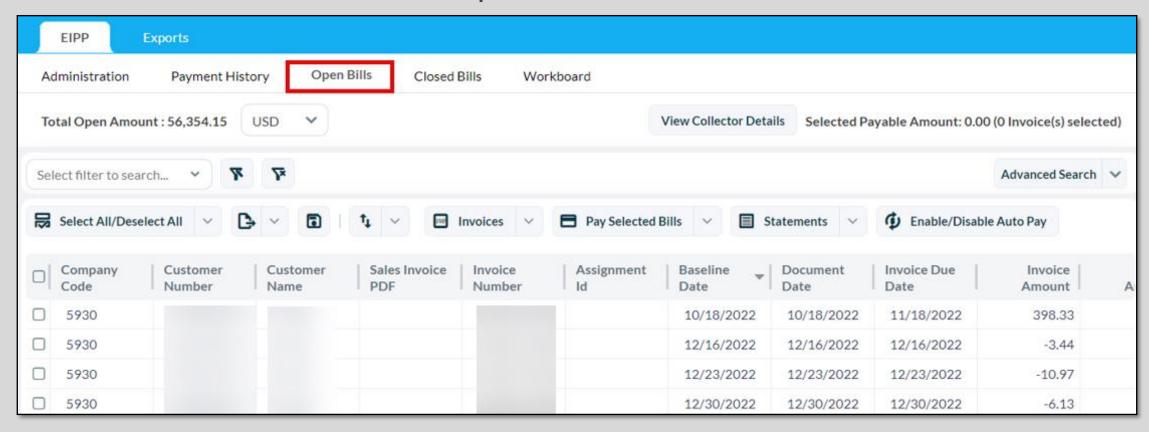
Note: once a user/contact is created then click on Invite contact in Manage Contacts Grid.





# **OPEN BILLS/INVOICES OVERVIEW**

All user roles can view Open Bills screen

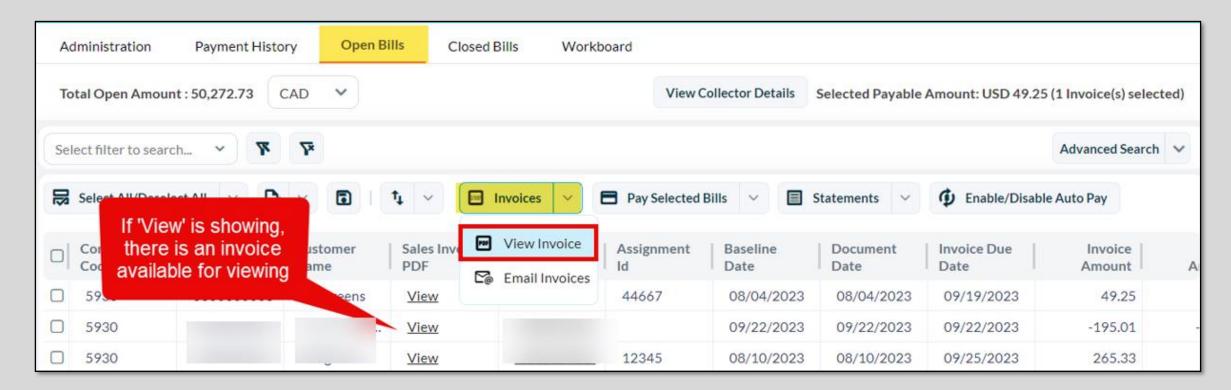






## **VIEW INVOICES**

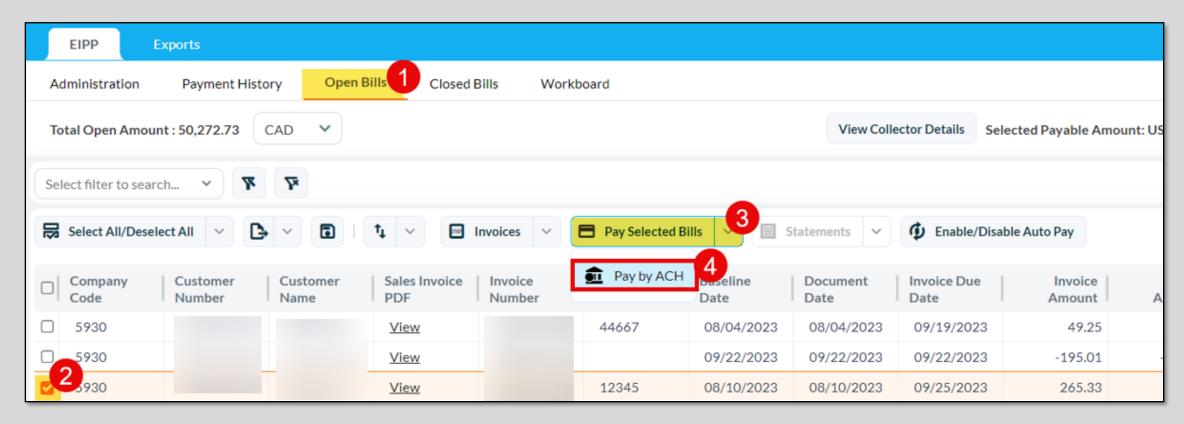
• If an invoice is available, view it from the **Invoices** dropdown or from the '**View**' link on the details of the bill.







• Bills can be paid by ACH from this screen, select the bill(s) and click Pay Selected Bills dropdown to Pay by ACH

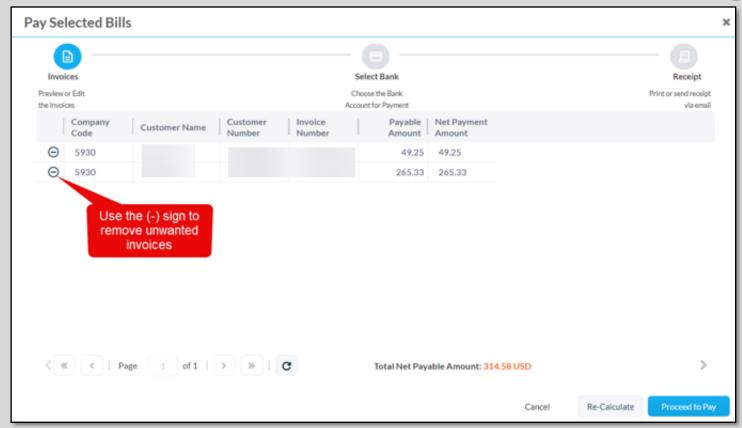






**PAY BILLS** 

 The Invoices to pay can be adjusted by clicking the (-) button, if adjusted click Re-Calculate then click Proceed to Pay







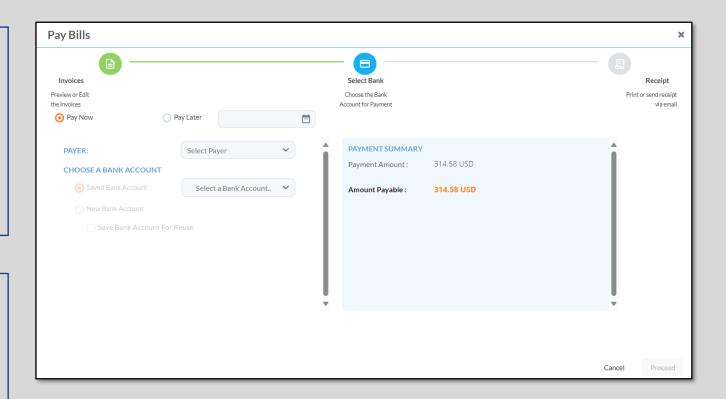
## **PAY BILLS**

### Pay Now

- Choose Payer
  - Choose Bank Account
  - Setup New Bank Account
    - Can save bank account for later use

### Pay Later

- Schedule a payment to be made at a later date
- Select the Payer
- Select the Bank Account or setup new Account







# **PAY BILLS - AUTHORIZATION**

 Once Proceed has been clicked, the Authorization Page will pop-up, click 'I **Accept Terms of** Agreement' and then click 'Pay'

#### Authorization Page - Please read and accept the below terms. Terms and Conditions

You are not required to pay us via our Internet payment option. However, by choosing this payment option you agree to be bound by the terms and conditions stated below and hereby confirm the following:

- 1) You may use your checking/saving account when making a payment to us.
- 2) You understand it may take up to 6 business days, prior to your first payment transaction, to set up your Internet payment option with your
- 3) You are authorized to make payments/withdrawals from the checking/saving account.
- 4) You have sufficient funds in your checking/saving account at the time your payment transaction reaches your bank.
- 5) RedBull Inc. with sufficient time to process your request, payments made before 8:00 PM central time will reflect that day's posting day, payments received after 8:00 PM Central Time will reflect the following day as a posting date.

Once submitted, your personal information is stored in a secure environment and used only to conduct secure online transactions. It is your responsibility to exercise caution in transacting business on the Internet and to keep all account information and passwords confidential.



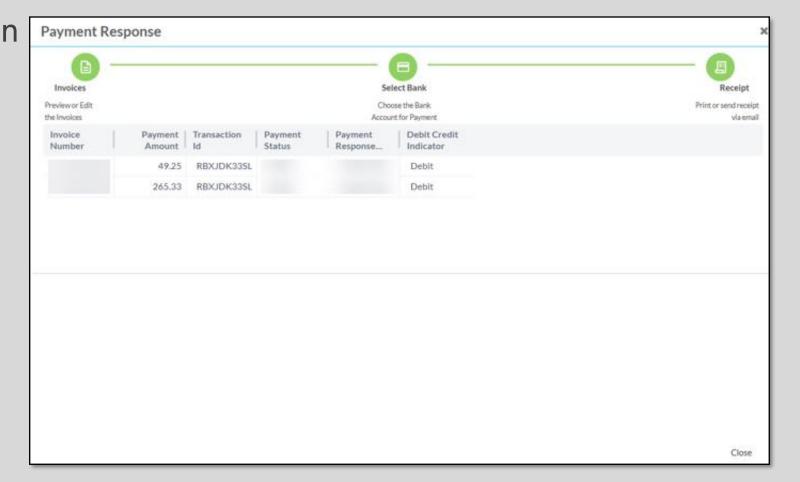
I Accept Terms of Agreement





# **PAY BILLS - PAYMENT RESPONSE**

 Once payment has been made a Payment Response with an overview of payment details will pop up.

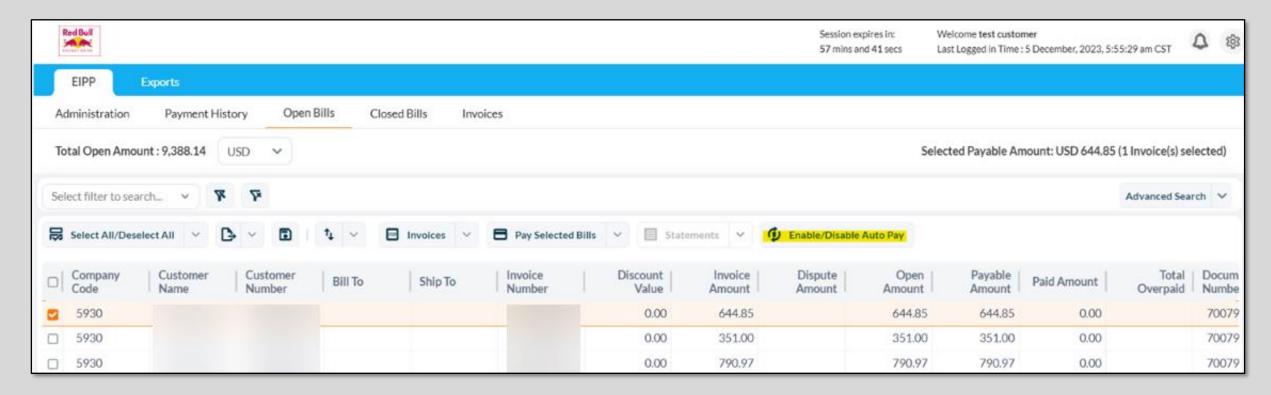






# **ENABLE/DISABLE AUTOPAY**

 Enabling and Disabling AutoPay is available on the Open Bills screen once an item has been selected.

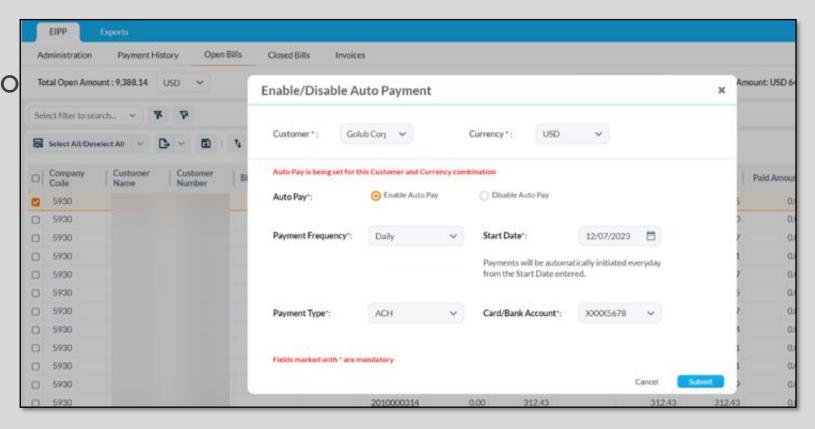






# **ENABLE/DISABLE AUTOPAY**

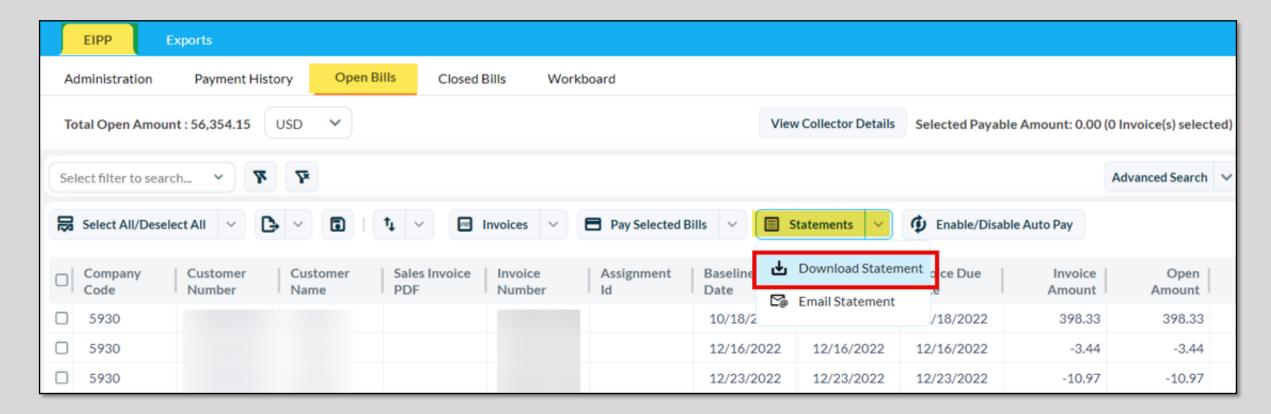
 Payments will be processed daily based o payment terms once enabled and based off the start date selected.







VIEW/DOWNLOAD STATEMENTS
 Downloaded statement will be available in Excel format only







## **VIEW PAID INVOICES**

• In the grid, click the PDF link to view the Payment Receipt for the associated payment

EIPP	Exports									
Administration Payment History Open Bills Closed Bills Workboard										
Select filter to sea	Select filter to search									
« Page	Page 1 of 5   >									
Paid Amount	Currency	Payment Status	Payment Response Message	Payment Method	Card Type	Payment Initiated On	Completed Date	Invoices Paid	Receipt	
2,208.95	CAD	Success	Successfully adde	ACH		02/08/2024 13	02/08/2024 13	<u>View</u>		
607.90	CAD	Success	Successfully adde	ACH		02/08/2024 08	02/08/2024 08	<u>View</u>		
451.24	CAD	Success	Successfully adde	ACH		02/08/2024 08	02/08/2024 08	<u>View</u>	PDF 🔀	