

ACCESSPAY USER MANUAL

Overview

AccessPAY is a convenient and secure user interface that allows clients to pay their invoices directly online. With AccessPAY, clients can check their statement balance(s), view past invoices and payment history, and set up recurring payments.

1 Registering as a User

To open your AccessPAY account, simply click **Register** on the FileBRIDGE Portal login page. (There is no need to input User Name and Password.)

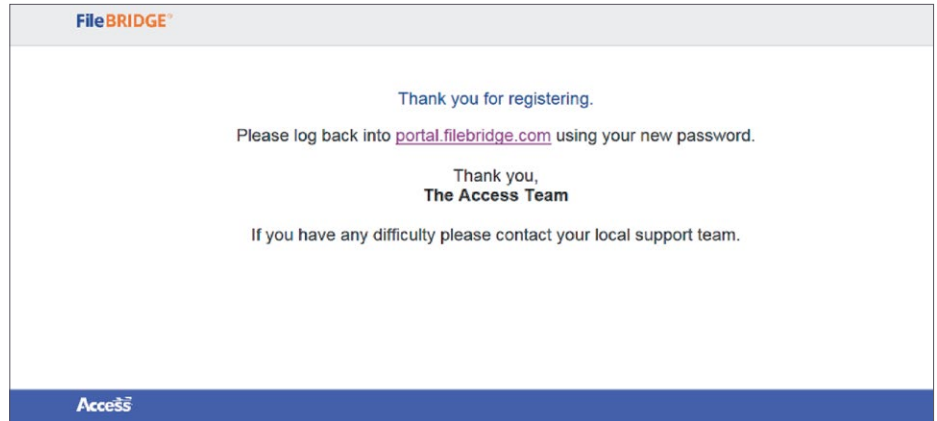
2 After clicking the **Register** button, you will be asked to provide specific information necessary to associate yourself with the account. This information can be found on a copy of an invoice:

- Invoice Number
- Customer Number
- Amount Due

Note: Once registered under an account(s), you will not need to repeat this step.

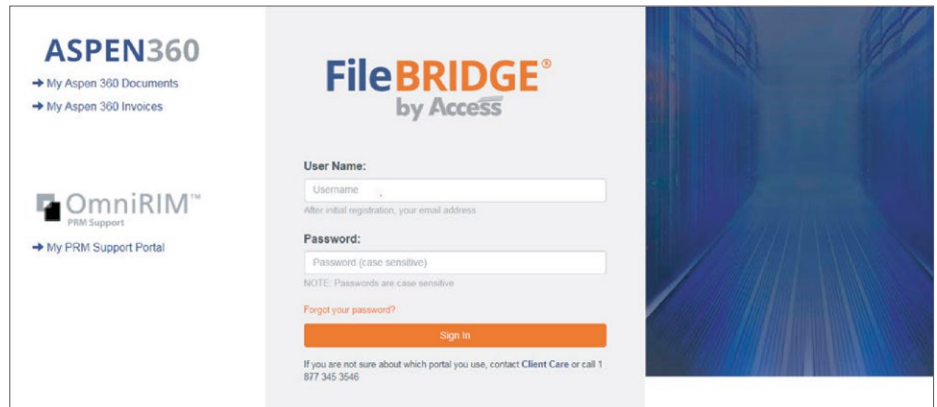
3 Once you have entered this information and are associated with an account, you will be directed to the Registration Page.

- 4 After you successfully complete the registration form, you will receive the following message with an embedded link allowing you to log in to AccessPAY.



Registering as a User

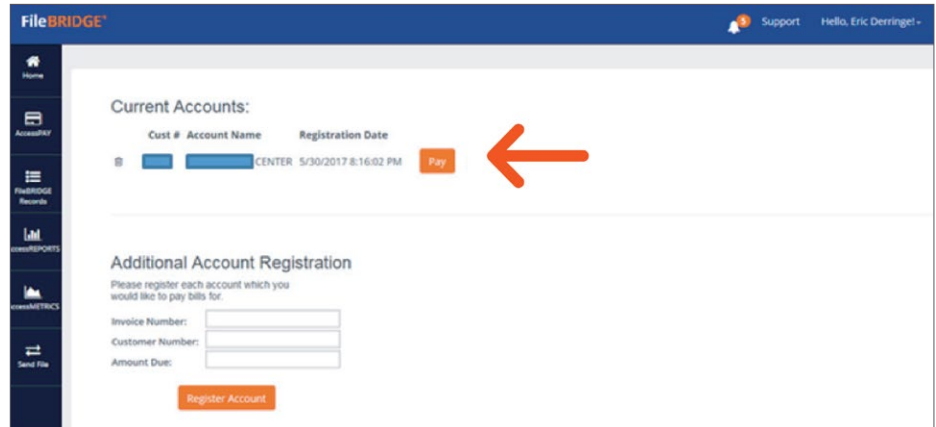
- 1 Upon successful registration, you will be able to sign in to the FileBRIDGE Portal using your new User Name and Password credentials.



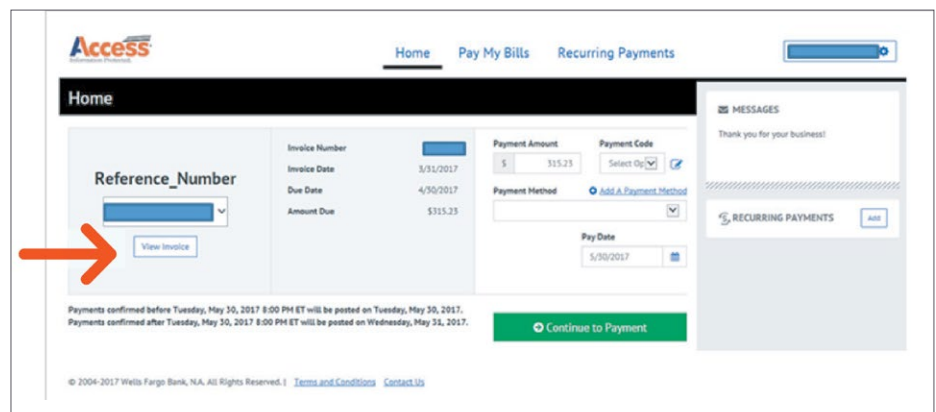
- 2 After logging into the FileBRIDGE Portal with your new credentials, an icon for AccessPAY will be available on the left side panel.



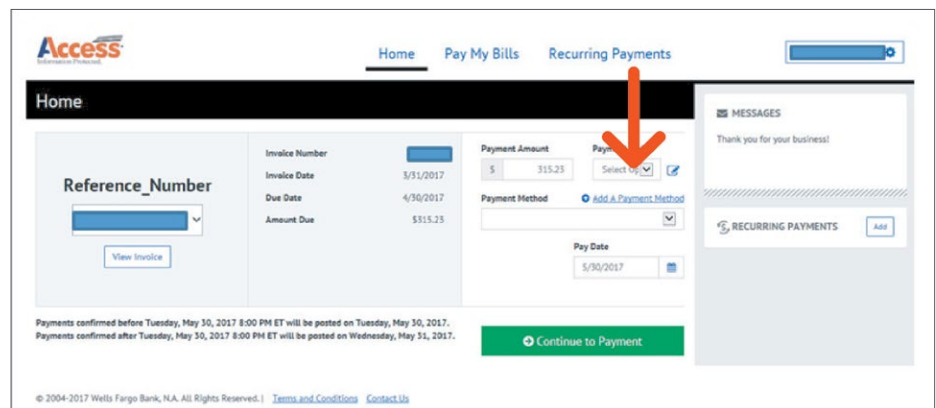
- 3** To view your registered accounts or to register additional accounts, click the **AccessPAY** icon. From this page, you can pay an invoice by clicking the **Pay** button next to the specific account. To unregister an account, simply click the **trash can** icon located beside the listed account.



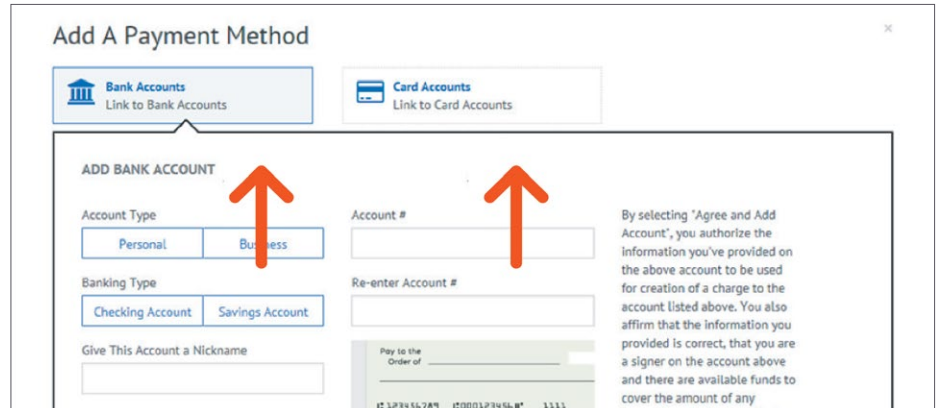
- 4** Clicking the **Pay** button will bring you into the bill payment window where you will find relevant information about your account and invoices. Here, you will also be able to view PDF versions of your invoices.



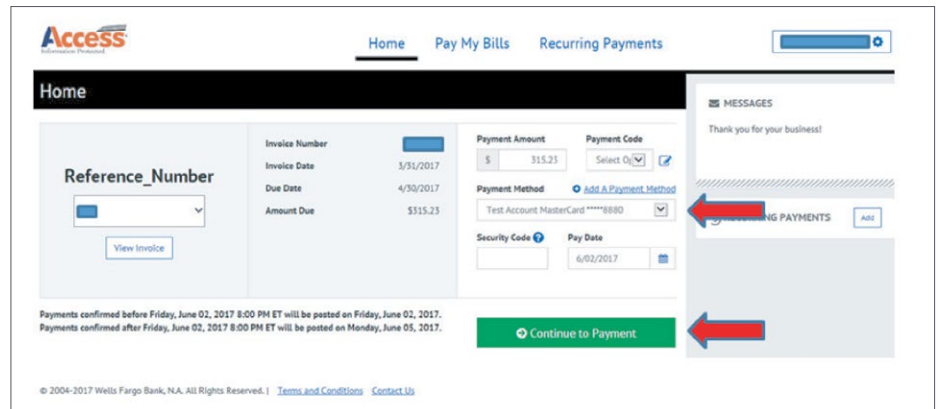
- 5** To pay a bill, you will first need to set up a payment method. Click on **Add a Payment Method**.



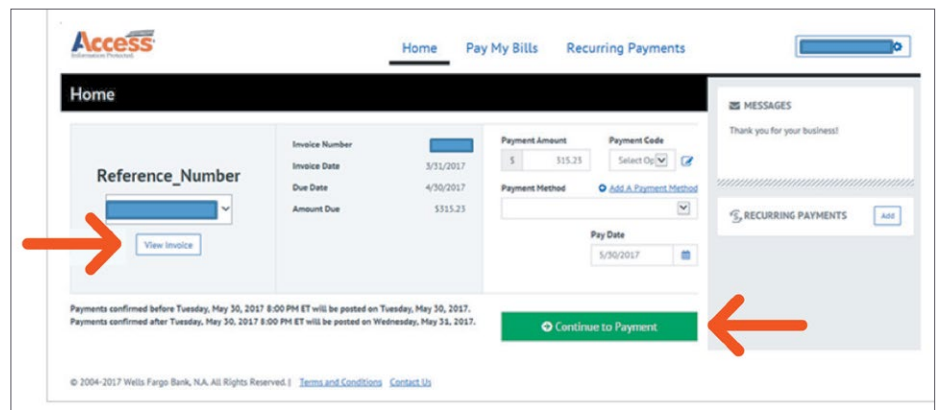
6 ACH and Credit card payment setups are available. Select the method you prefer and enter the appropriate account information. Read the terms and click **Agree and Add Account** to complete the process.



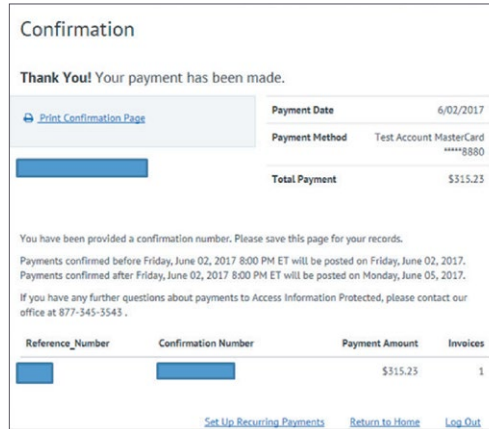
7 Once a payment method is in place, click the **Continue to Payment** button.



8 Clicking the **Continue to Payment** button will bring you to the Verify Payment screen. Here you will be able to preview your transaction and agree to the Terms and Conditions. When you are ready to complete the transaction, click the **Make Payment** button.

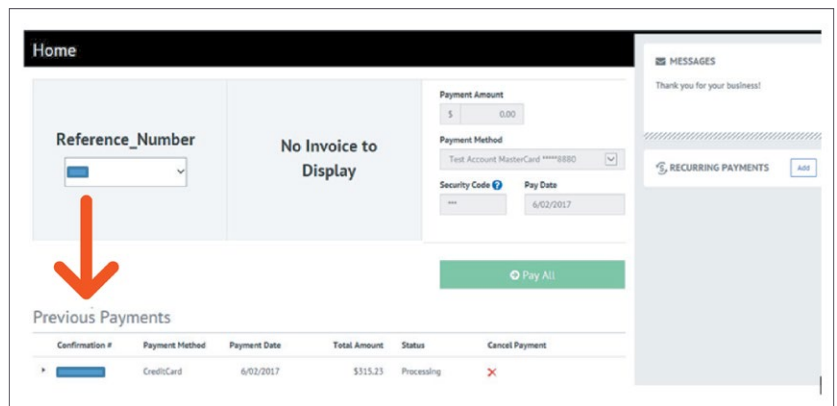


9 After successfully submitting a payment, you will receive the following confirmation window detailing the transaction:

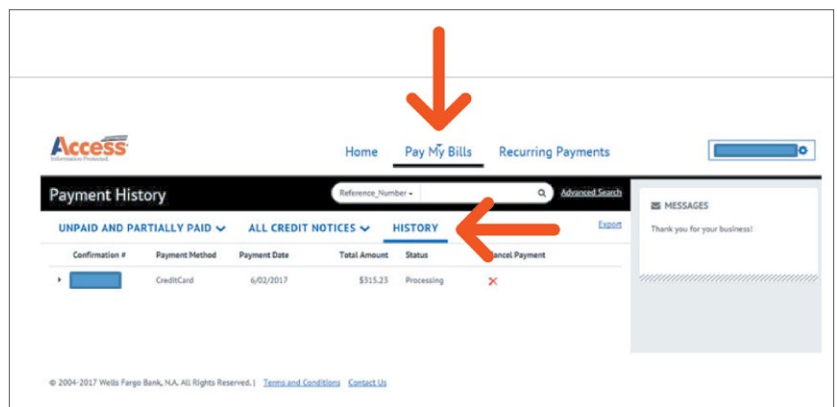


10 Once paid, the invoice will no longer be available in the Payable section of the page. It will now appear below in the **Previous Payment** section (A) or alternately in the **Payment History** section (B).

PREVIOUS PAYMENT SECTION (A)

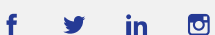


PREVIOUS PAYMENT SECTION (B)



1.877.345.3546

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About Access

Access is the largest privately-held records and information management (RIM) services provider worldwide, with operations across the United States, Canada, Central and South America. Access provides transformative services, expertise, and technologies to make organizations more efficient and more compliant. Access helps companies manage and activate their critical business information through offsite storage and information governance services, scanning and digital transformation solutions, document management software including CartaHR, and secure destruction services. For 10 consecutive years, Access has been named to the Inc. 5000, the ranking of fastest-growing private companies in the U.S.