Phone: 410-337-3700
Fax: 410-321-1069
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# How to Pay our Invoices on the Juice Payments Portal –

# Register, Make a Payment, Set up Auto-Pay

You can view and download copies of invoices, pay open invoices online using ACH or credit card, and set up auto-pay all on the **QBS Payment Portal**  - JuicePaymentGateway (ceojuice.com)

To have access to all these options you will need to register and create a login

## How to Create a Login

Go to  Register - JuicePaymentGateway (ceojuice.com)

Use your Microsoft account to log in
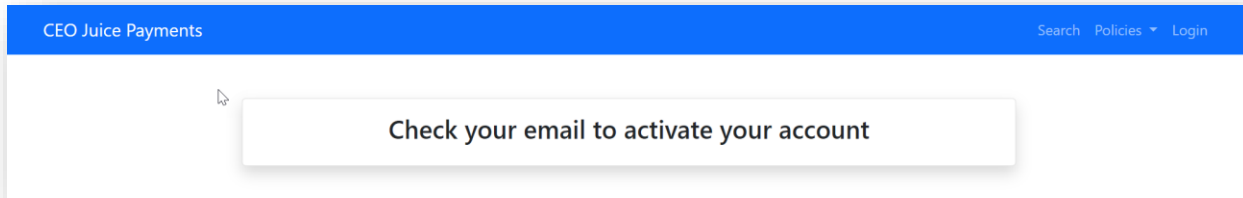
⊞

or register a new account

👤 email

🔑 password

🔑 confirm password

Register

Enter your email address and create a password, use the email address that you currently receive invoices to, then select "Register".

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A validation email will be sent from help@ceojuice.com, to the email address you registered with. Open that email (check junk folder if it's not in your inbox).

CEO Juice Payments                                                    Search   Policies ▼   Login

Check your email to activate your account

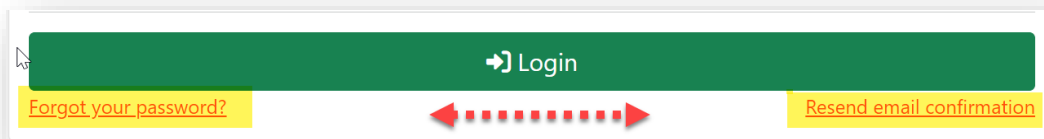Click on the link in the email to confirm

From: help@ceojuice.com <help@ceojuice.com>
Sent: Wednesday, September 4, 2024 1:11 PM
To:
Subject: Confirm your email address - CEO Juice Payments

Welcome to CEO Juice Payments.

Please confirm your email by clicking **here**

*If you don't receive your verification email, you can choose "Resend email confirmation".  After you have registered, if you have forgotten your password, you can choose Forgot your password.*

➡ Login

Forgot your password?                                                    Resend email confirmation

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You can now login using those credentials at:  - JuicePaymentGateway (ceojuice.com)

### Use your Microsoft account to log in

[⊞]

### or register a new account

| 👤 | email |

| 🔑 | password |

| 🔑 | confirm password |

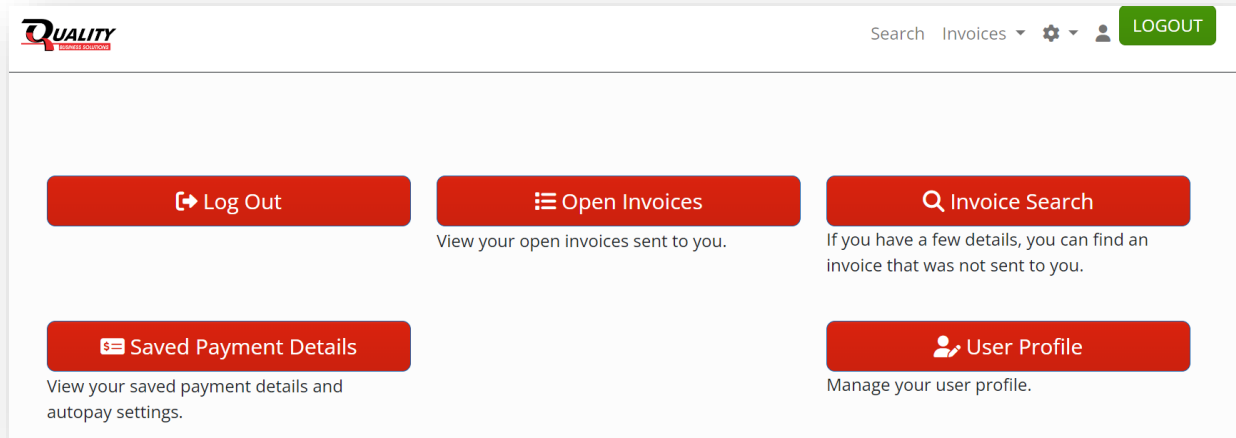**Register**

*Note: the payment site requires a user's to change their password every 12 months. Additionally, the site will automatically log users out after one hour of idle time.*

\* \* \*

## How to View invoice(s)

Once logged in, your default homepage will look like the next screenshot. From here you can view a single invoice under invoice search, see all open invoices, save payment details, set up auto-pay and manage your user profile.

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Search   Invoices ▾   ⚙ ▾   👤   LOGOUT

| | | |
|---|---|---|
| **⟶ Log Out** | **☰ Open Invoices** | **🔍 Invoice Search** |
| | View your open invoices sent to you. | If you have a few details, you can find an invoice that was not sent to you. |
| **💲 Saved Payment Details** | | **👤 User Profile** |
| View your saved payment details and autopay settings. | | Manage your user profile. |

**Invoice Search**, opens up a search page to view single invoices by entering the invoice number, invoice date or due date, and postal code (you do not have to be logged in to view this page)

# Search for an invoice or log in to see all of your invoices

### Invoice Number

[                        ]

### Invoice Date or Due Date

[ mm/dd/yyyy          📅 ]

### Postal Code (billing or shipping)

[                        ]

**Search**

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**Open Invoices** allows you to see all open invoices.  Click on the download icon next to the invoice number to open a copy of the invoice. You can print or save a copy of the invoice to your computer.  You are able to pay multiple invoices by using the toggle switch next to "Add to the batch pay queue" or click on "Pay this invoice" to pay a single invoice.

| Invoice Date | Due Date | Invoice Amount | Balance Remaining | | |
|---|---|---|---|---|---|
| AR▮▮▮▮▮▮ ⬇<br>9/10/2024 | 9/25/2024 | $2,760.63 | $2,760.63 | Pay this Invoice | ⬤ Add to the batch pay queue |
| AR▮▮▮▮▮▮ ⬇<br>9/17/2024 | 10/2/2024 | $2,372.60 | $2,372.60 | Pay this Invoice | ⬤ Add to the batch pay queue |

*If you get a message saying, "Don't see the invoice you're looking for?"  It's possible there are no open invoices, or you have registered with an email address that is not originally associated with that invoice.*

Don't see the invoice you're looking for? You can search by invoice number. Use the link above.

\* \* \*

**How to Pay Invoices**

Click "Open Invoices" to display all open invoices on your account Invoices

| ⟶ Log Out | ☰ Open Invoices | 🔍 Invoice Search |
|---|---|---|
| | View your open invoices sent to you. | If you have a few details, you can find an invoice that was not sent to you. |

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| Invoice Date | Due Date | Invoice Amount | Balance Remaining | | |
|---|---|---|---|---|---|
| **AR**〰️ ⬇️ 9/10/2024 | 9/25/2024 | $2,760.63 | $2,760.63 | Pay this Invoice | ⚪ Add to the batch pay queue |
| **AR**〰️ ⬇️ 9/17/2024 | 10/2/2024 | $2,372.60 | $2,372.60 | Pay this Invoice | ⚪ Add to the batch pay queue |

To make a payment for one invoice, click on "Pay this invoice". You will see the invoice details and your two payment options.
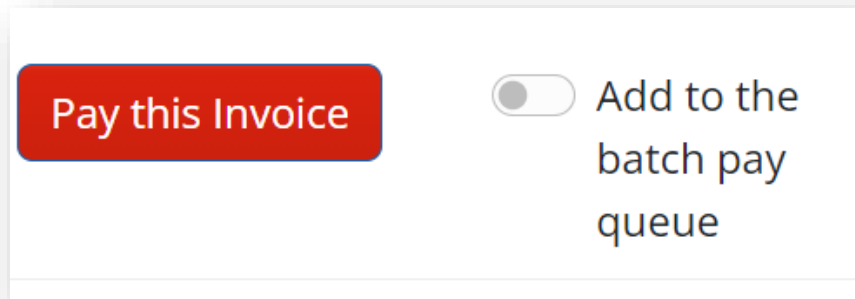


This also displays the invoice details, the download icon to obtain a copy of invoice, and your two payment options

Select your payment option, **ACH or Credit Card**, enter payment details, click **Pay** at the bottom to process payment. *Note: you cannot overpay invoices, but you can short pay them.*

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| Contract Invoice | AR1 |
|---|---|
| Invoice Date | 9/10/2024 |
| Due Date | 9/25/2024 |
| Invoice Amount | $2,760.63 |

CN1

| Invoice Balance | $2,760.63 |

AR@copyquality.com
www.copyquality.com

**Payment Amount**

$ 2760.63

| Card | | Bank | |
|---|---|---|---|
| Amount | $2,760.63 | Amount | $2,760.63 |
| Fee : 3% Credit, 0% Debit | $82.82 | Fee | $0.00 |
| Total | $2,843.45 | Total | $2,760.63 |

Click above to select payment by bank or card.

**Routing Number**

000000000

**Account Number**

000000000000

**Verify Account Number**

---

**Card Number**

**Expiration Date**

**CVV**

**First Name**

**Last Name**

**Email**

**Postal Code**

⊙ Automantically pay invoices from Main using these payment details.

**Pay $16.36**

![Quality Business Solutions logo]

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A payment confirmation number will pop up, and you will also be emailed a payment confirmation.

Thank You! Payment confirmation #: 8

**Paying multiple invoices with the one payment**

On the Invoice drop down tab choose *Open Invoices*.  To pay more than one invoice at the same time choose *Add to the batch pay queue* for each invoice you want to pay, then choose payment total amount at the top right, to open the payment screen.
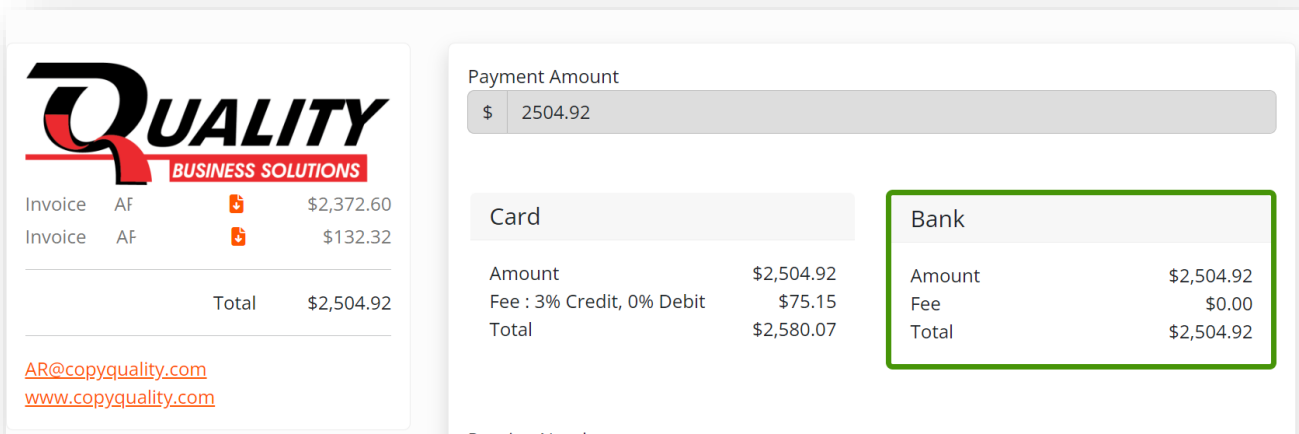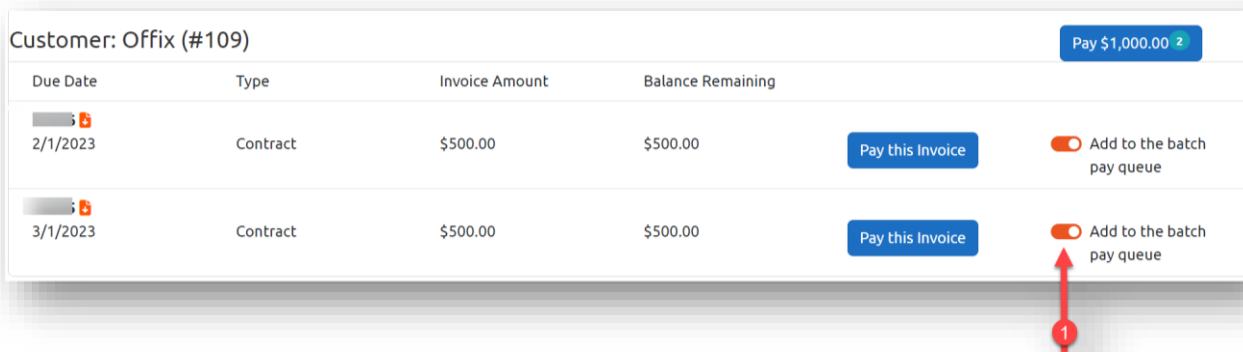
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The invoices you choose to pay are listed on the left and the total amount at the top, enter payment information below to complete.

**Payment with Paymerang**

If you use Paymerang to process your AP:

- Tell us to add [payments@paymerang.com](mailto:payments@paymerang.com) as a CC on the invoices we send. This way it can go to them automatically and eliminate you needing to send invoices to them or paymerang requesting from CEO Juice.

- You will pay Juice with a debit card to avoid fees.

* * *

## Schedule Auto-Pay

To set up autopay, click *Automatically pay invoices* at the bottom of the screen.  Select day of month you want the invoice to auto-pay, end date, option to set a min. or max $ amount, and assign what type of invoice/s can be included in the Auto-pay.



Automatically pay invoices from Quality Business Solutions using these payment details.

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Automatically pay invoices from Quality Business Solutions using these payment details.

Auto-pay on ● Due Date ○ Day of Month
End Date - Terminate the autoay after this date

| No termination | mm/dd/yyyy |

Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)

| No min | 0.00 | | No max | 1000000.00 |

Auto-pay invoices of these types

☑ Contract    ☑ Service    ☑ Sales    ☑ Other

If there are no open invoices, and you'd like to set up auto-pay, you can go directly to **Save Payment Details** from the landing page

💲≣ Saved Payment Details

View your saved payment details and autopay settings.

1. Choose Payment Method

2. Enter Payment Details

3. Choose when to auto-pay, this can be on the due date or on a specific day of the month. Set termination date, a min or max dollar amount and choose types of invoices applicable to auto-pay

4. Choose **Submit Auto-Pay** at the bottom to save all payment details

Payment Method
● ACH
○ Credit Card

Routing Number
000000000

Account Number
000000000000

Verify Account Number
000000000000

Name on Account

Postal Code

Your First Name

Your Last Name

Auto-pay on ● Due Date ○ Day of Month
End Date - Terminate the autopay after this date [No termination] mm/dd
Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)
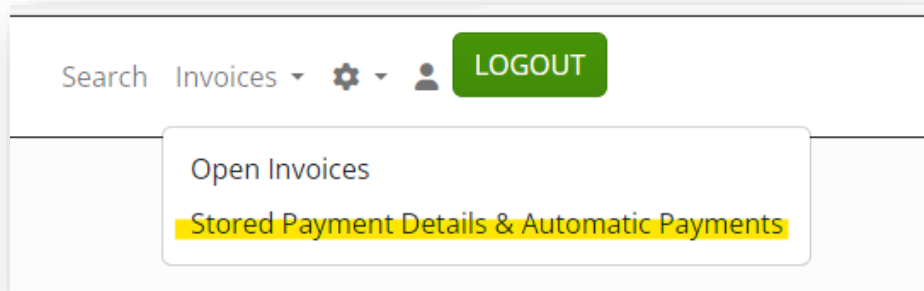[No min] 0.00                                    [No max] 1000000.00
Auto-pay invoices of these types
☑ Contract          ☑ Service          ☑ Sales          ☑ Other
[Submit Auto-Pay] Only invoices from Quality Business Solutions and sent to your email address will be paid with the auto-pay details.

**Change Existing Auto-Pay**

You can change and view details of your existing auto-pay(s) by following the steps below.

1. At the top of the portal screen select Stored Payment Details & Automatic Payments

Search   Invoices ▾   ⚙ ▾   👤   **LOGOUT**

Open Invoices
Stored Payment Details & Automatic Payments

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2. This screen will show the auto-pays that you have set up and for which vendors. In the example below there are two auto-pays.

3. Click Change auto-pay to change details on the auto-pay such as scheduled run date, invoice minimum and maximums, etc. You can also see the payments that have been processed under this auto payment when you click to change the details. This is especially helpful when you want to confirm which invoices have been paid by auto-pay and which have not.
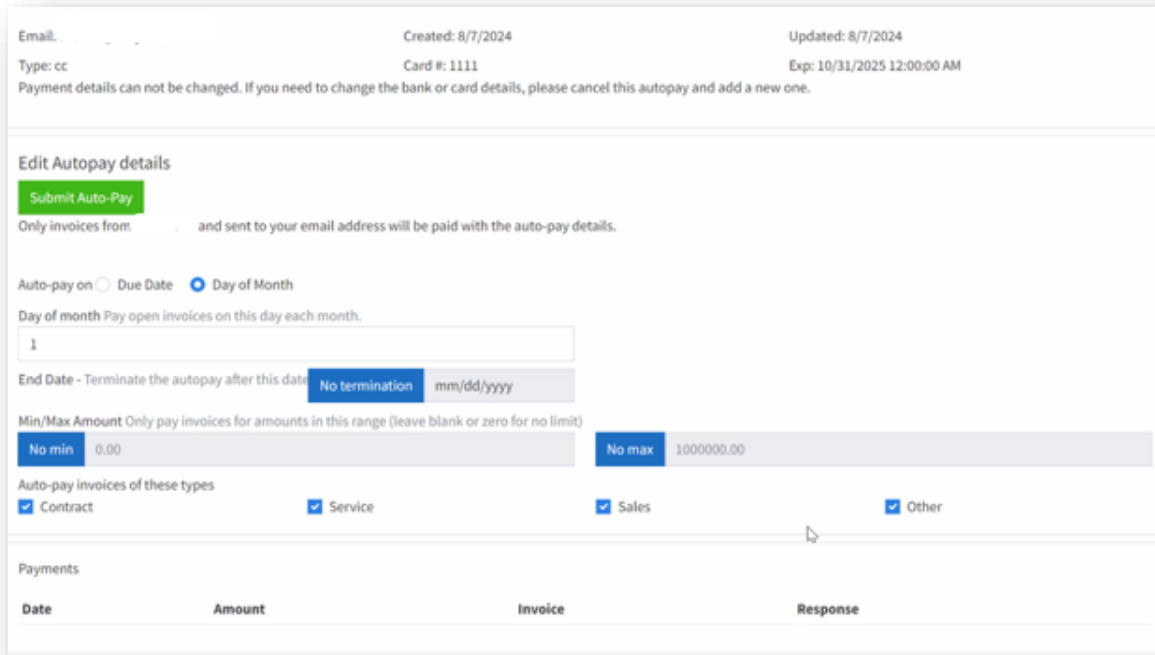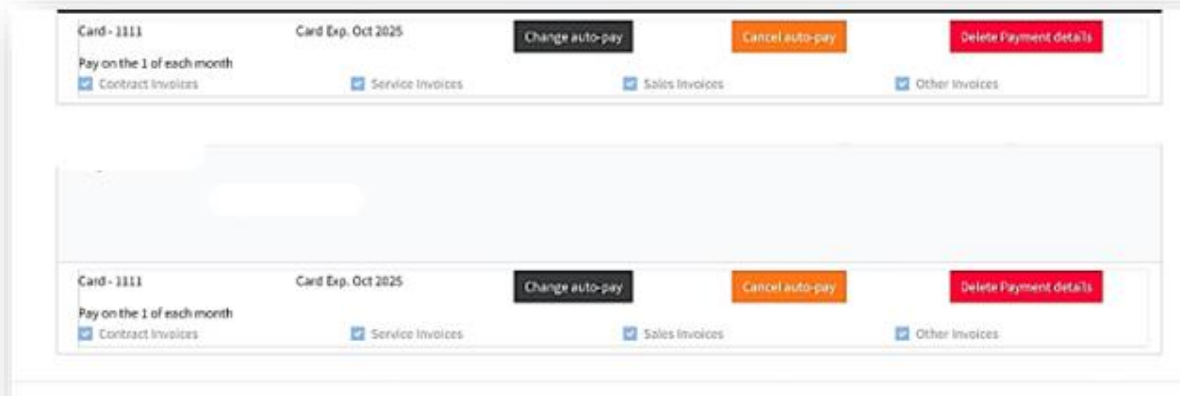
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**If you have any questions or need assistance, please call us at 410-337-3700 or email AR@COPYQUALITY.COM**

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