FISHER'S TECHNOLOGY

Client Online Payment

PORTAL GUIDE

All Things

OFFICE TECHNOLOGY

HOW TO CREATE A LOGIN

Go to https://payments.ceojuice.com/fisherstech/

1. Enter your email address and assign a password. Use the email address that you currently receive invoices to, then select Register.
2. A validation email will be sent from alerts@ceojuice.com to the email address you registered with, open the email (check the junk folder if it's not in your inbox).
3. Click on the link in the email to confirm.
4. *If you didn'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.
5. You can now login using those credentials at https://payments.ceojuice.com/Identity/Account/Login

Note that the payment site requires a user's password be changed every 12 months.
Additionally, the site will automatically log users out after one hour of idle time.

HOW TO VIEW INVOICES

Once logged in, your default homepage will be below. You can view a single invoice under invoice search, see all open invoices, save payment details and manage your use.

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

Open Invoices; allows you to see all open invoices. Hover over the invoice number to view the invoice.
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.

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HOW TO PAY INVOICES

1. Under Open Invoices, display all your companies' open invoices.
2. To make a payment for one invoice, in the Invoice # column click on the red linked invoice # to open it up.
3. To display invoice details, select the download icon to obtain a copy of your invoice.
4. Select either payment option, ACH or Credit Card, enter payment details, then click Pay at the bottom to process payment. Note that you cannot overpay invoices, but you can short pay them.
5. A payment confirmation number will pop up and a copy will be emailed.

PAYING MULTIPLE INVOICES WITH THE ONE PAYMENT

1. 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 amount above to open the payment screen.
2. The invoices you choose to pay are listed on the left and the total amount due is displayed at the top. Enter payment information.
3. Note that you cannot short pay invoices when batch paying, you must pay the entire amount. The system does not know which invoice you intend to short pay, so full payment is required.

PAYMENT WITH AUTOMATED AP SOFTWARE

If your organization uses automated AP processing software:

- **Ask Fisher's to add your AP platform's processing email address** (e.g., payments@[software].com) as a CC recipient on all invoices sent. This reduces the need for you to forward invoices manually or handle merge requests from Fisher's.

- **Payments should be made to Fisher's using a debit card** to avoid additional fees.

SCHEDULE AUTOPAY

To set up autopay, click "**Automatically Pay Invoices**" at the bottom of the screen. If there are no open invoices you can go directly to Save Payment Details from the landing page. This will save your payment details for future use.

1. Choose Payment Method
2. Enter Payment Details
3. Choose your Autopay details: due date or day of the month, termination date, a min or max dollar amount, and choose invoice type(s) (contract, service, sales, other).

   **We recommend only selecting contract invoices.*
4. Choose **Submit Auto Pay** at the bottom to save all payment details.

CHANGE EXISTING AUTOPAY

You can change and view your existing Autopayment details by following the steps below.

1. At the top of the portal screen select Stored Payment Details and Automatic Payments.
2. This screen will show your existing Autopayment details.
3. Click Autopay Details to edit. You can also see the payments that have run under this Autopayment when you click to edit the details. This is especially helpful when you want to confirm which invoices have been paid by autopay and which have not.