

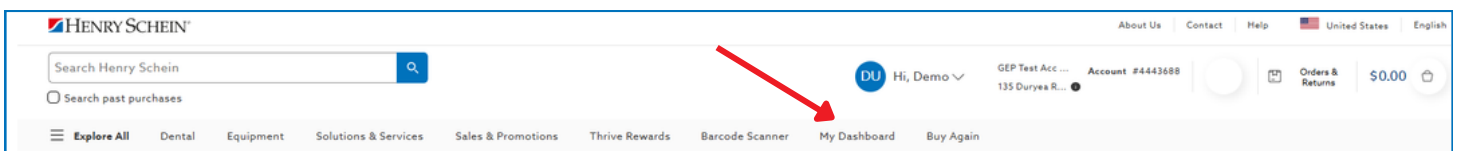
Statements & Payments

A quick guide on statements and how to make and payments.

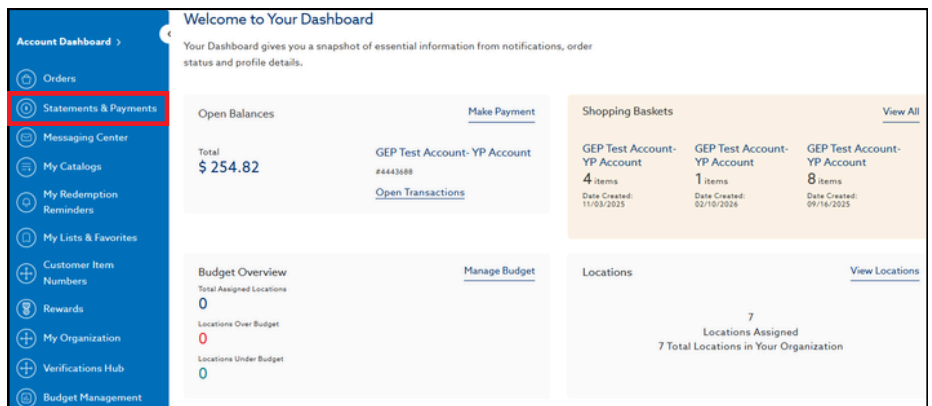
01

How to Statements & Payments

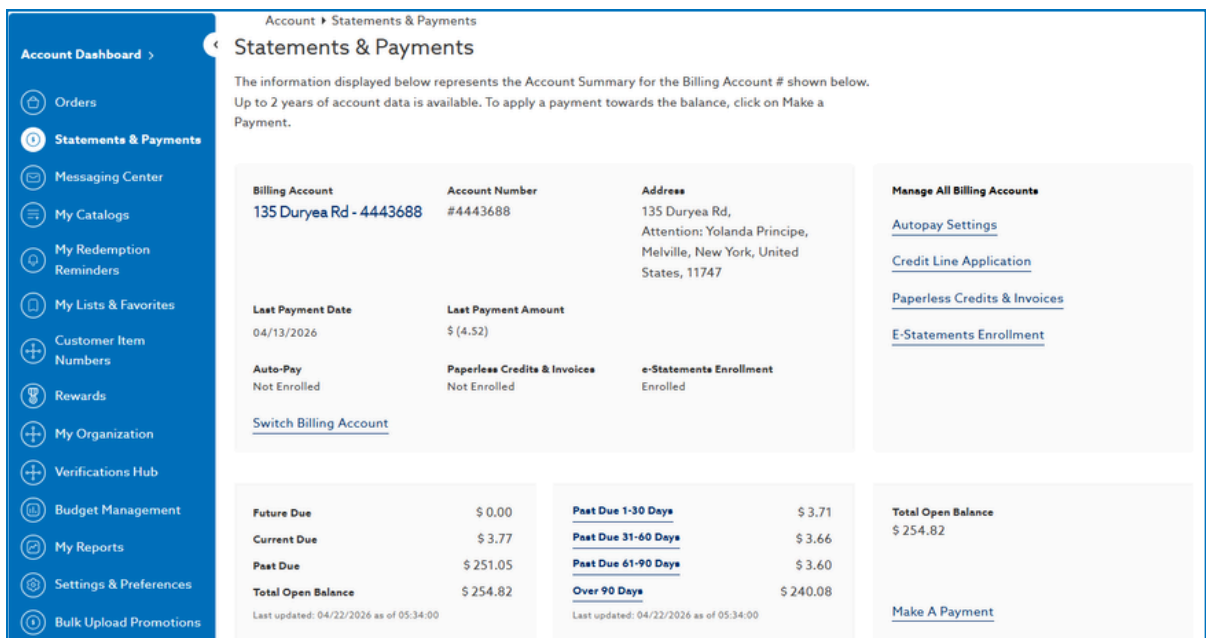
- After logging in, click **My Dashboard**.



- Click on **Statements & Payments**.



- The top section displays an account summary.



- Scroll down to see **Open Invoice, Credits & Unapplied Cash.**
- Click on an **underlined invoice number** or **View** to download or print invoice.

Open Invoices, Credits & Unapplied Cash

Statements & Invoices

Invoices and Credit Memo/Credits appear here. Want invoices automatically charged to your Business Checking Account or Credit Card on a monthly basis, [Enable Auto Pay.](#)

Want to receive e-mail e-Statements? [Enroll Now!](#)

[Download PDF File](#) [Download Excel File](#)

Filter

Date Range

MM/DD/YY

-

MM/DD/YY

Apply

Search

Show 25 per page

Total Results: 15 Items

☐ All	Date Posted ▲	Type ▲	Shipping Account ▲	PO Number ▲	Invoice Number ▲	Due Date ▲	Gross ▲	Open ▲	
☐	07/22/2025	Invoice	#4443688	WEB00083183	44391717	08/23/2025	\$ 25.31	\$ 25.31	Track View
☐	07/14/2025	Invoice	#4443688	Cutovertest2	43949989	08/23/2025	\$ 37.60	\$ 37.60	Track View
☐	11/03/2025	Invoice	#4443688	DONOTPRO...	49109887	11/23/2025	\$ 39.12	\$ 39.12	Track View
☐	11/18/2025	Invoice	#4443688	DONOTPRO...	49813473	12/23/2025	\$ 39.12	\$ 39.12	Track View

- To see **Statements & Paid Invoices**, click on the second tab.
- Click **View Statement** to download or print a statement.

Open Invoices, Credits & Unapplied Cash

Statements & Invoices

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[Download PDF File](#)

Filter

Date Range

MM/DD/YY

-

MM/DD/YY

Apply

Search

Total Results: 10 Items

☐ All	Statement Number ▲	Date ▲	Statement Remaining Balance ▲	
☐	55444315	04/07/2026	\$ 254.82	View Statement View Transactions
☐	54510973	03/07/2026	\$ 251.05	View Statement View Transactions
☐	53578445	02/07/2026	\$ 247.34	View Statement View Transactions

- Select Statements, then click Download PDF. To download a zip file of all selected statements.

Open Invoices, Credits & Unapplied Cash

Statements & Invoices

Invoices and Credit Memo/Credits appear here. Want invoices automatically charged to your Business Checking Account or Credit Card on a monthly basis, [Enable Auto Pay](#).

Want to receive e-mail e-Statements? [Enroll Now!](#)

[Download PDF File](#)

Filter Date Range MM/DD/YY - MM/DD/YY Apply

Total Results: 10 Items

☒ All	Statement Number ▲	Date ▲	Statement Remaining Balance ▲	
☒	55444315	04/07/2026	\$ 254.82	View Statement View Transactions
☒	54510973	03/07/2026	\$ 251.05	View Statement View Transactions
☒	53578445	02/07/2026	\$ 247.34	View Statement View Transactions

- Click on **View Transactions** to see related invoices & payments.

Filter Date Range MM/DD/YY - MM/DD/YY Apply

Total Results: 10 Items

☐ All	Statement Number ▲	Date ▲	Statement Remaining Balance ▲	
☐	55444315	04/07/2026	\$ 254.82	View Statement View Transactions
☐	54510973	03/07/2026	\$ 251.05	View Statement View Transactions

- Click on an **underlined invoice number** to download or print invoice.

Transactions For Statement#55444315

Total Open Invoices and Charges: \$ 254.82

To download invoices, click the check box next to each invoice to be downloaded, then click the Download Excel File button or the Download PDF File button.

To make payments, click the checkbox next to each invoice to be paid, then click the Make Payment button. If all invoices have been paid in full, they will no longer appear here. All invoices can be found on the Submitted Orders page.

[Pay Total Statement Balance](#)

Invoices

Save Invoices Download Excel File

Filter Search Show 24 per page ClearAll

Total Results: 17 Items

☐	Date ▲	Type ▲	Invoice Number ▲	Shipping Account Number ▲	Shipping Account Nickname	PO Number ▲	Due Date ▲	Gross ▲	Open ▲	
☐	06/27/2025	Invoice	43922215	4443688	135 Duryea Rd - 4443688	GEP Cutover ...	07/23/2025	\$ 45.09	\$ 45.09	Track
☐	07/14/2025	Invoice	43949982	4443688	135 Duryea Rd - 4443688	cutovertest2	08/23/2025	\$ 37.60	\$ 37.60	Track

Option 1 : From Account Summary Screen

- Click **Make A Payment**.

Account Dashboard > Statements & Payments

The information displayed below represents the Account Summary for the Billing Account # shown below. Up to 2 years of account data is available. To apply a payment towards the balance, click on Make a Payment.

Billing Account 135 Duryea Rd - 4443688	Account Number #4443688	Address 135 Duryea Rd, Attention: Yolanda Principe, Melville, New York, United States, 11747
Last Payment Date 04/13/2026	Last Payment Amount \$(4.52)	
Auto-Pay Not Enrolled	Paperless Credits & Invoices Not Enrolled	e-Statements Enrollment Enrolled

[Switch Billing Account](#)

Future Due \$ 0.00	Past Due 1-30 Days \$ 3.71
Current Due \$ 3.77	Past Due 31-60 Days \$ 3.66
Past Due \$ 251.05	Past Due 61-90 Days \$ 3.60
Total Open Balance \$ 254.82	Over 90 Days \$ 240.08

Last updated: 04/22/2026 as of 05:34:00

Manage All Billing Accounts

- [Autopay Settings](#)
- [Credit Line Application](#)
- [Paperless Credits & Invoices](#)
- [E-Statements Enrollment](#)

Total Open Balance
\$254.82

[Make A Payment](#)

- Select payment amount.
- Click **Confirm**.

Make A Payment

Your payments will be applied to your oldest invoices. Qualified discounts will be applied in a later step.

☒ Pay Balance Due:
\$254.82

☐ Pay Open Balance
\$254.82

☐ Other Payment Amount:
Enter amount

Confirm

Need Help? [Contact Customer Service](#)

Option 2: Pay Specific Invoices.

- From the **Open Invoices, Credit & Unapplied Cash** tab, select invoices that need to be paid.
- Click **Make a Payment**.

Open Invoices, Credits & Unapplied Cash

Statements & Invoices

Invoices and Credit Memo Credits appear here. Want invoices automatically charged to your Business Checking Account or Credit Card on a monthly basis, [Enable Auto Pay](#).

Want to receive e-mail e-Statements? [Enroll Now!](#)

[Download PDF File](#) [Download Excel File](#)

Filter Date Range MM/DD/YY - MM/DD/YY [Apply](#)

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Total Results: 15 Items

☐ All	Date Posted	Type	Shipping Account	PO Number	Invoice Number	Due Date	Gross	Open	
☒	07/22/2025	Invoice	#4443688	WEB00083183	44391717	08/23/2025	\$ 25.31	\$ 25.31	Track View
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☒	11/18/2025	Invoice	#4443688	DONOTPRO...	49813473	12/23/2025	\$ 39.12	\$ 39.12	Track View

10/23/2025 Track

[Make A Payment](#)

- Review selected invoices.
- Click **Proceed to Make a Payment**.

Review Invoices

Invoices to be paid (3):

[Add Invoices and Credits](#)

A summary of the transactions which will be applied to your payment is displayed. This information will be reflected on your account by the next business day. Note: Press trash can to remove unwanted invoices from current payment selection.

Date Posted	Invoice Due Date	INVOICE #	Amount	Special Discounted Price	Payment Amount	
07/22/2025	08/23/2025	INVOICE #:44391717	\$ 25.31	\$ 0.00	\$ 25.31	
11/03/2025	11/23/2025	INVOICE #:49109887	\$ 39.12	\$ 0.00	\$ 39.12	
11/18/2025	12/23/2025	INVOICE #:49813473	\$ 39.12	\$ 0.00	\$ 39.12	

Unapplied cash and credits to be applied : (0)

Below is a list of credit memos and unapplied cash for your billing account.

Back	Invoice Total	Credit Total		
	\$ 103.55	\$ 0.00	\$ 103.55	\$ 103.55

[Proceed To Make A Payment](#)

- Select payment method.
- Click **Pay Selection**.

From Account Summary Screen

- Click **E-Statements Enrollement**.

Account > Statements & Payments

Statements & Payments

The information displayed below represents the Account Summary for the Billing Account # shown below. Up to 2 years of account data is available. To apply a payment towards the balance, click on Make a Payment.

Billing Account Yolanda Principe - Punchout	Account Number #4519760	Address 135 Duryea Rd, Attention: Yolanda Principe, Melville, New York, United States, 11747	Manage All Billing Accounts Autopay Settings Credit Line Application E-Statements Enrollment
Last Payment Date	Last Payment Amount		
Auto-Pay Not Enrolled	e-Statements Enrollment Not Enrolled		

[Switch Billing Account](#)

- Click **Enroll in eStatements**.

Account > Statements & Payments > EStatementEnrollment

E-Statements Enrollment

Billing Accounts with emails opting for digital e-Statements

Current Billing Account	Account Number	Address
	4519760	

This Billing Account is not currently enrolled for e-statements.

Enroll in eStatements

- Type email addresses to that need to receive e-Statements.
- Click **Save**.



E-Statements Enrollment

Current Billing Account Account Number:
4519760

Address

Enter One Or More Email Addresses Below To Receive E-statements

Email Address

Email Address

Email Address

Email Address

Save

[Cancel](#)



Paperless Credit Memos & Invoice Enrollment

From Account Summary Screen

- Click **Paperless Credits & Invoices**.

Account > Statements & Payments

Statements & Payments

The information displayed below represents the Account Summary for the Billing Account # shown below. Up to 2 years of account data is available. To apply a payment towards the balance, click on Make a Payment.

Billing Account Test Acct Two	Account Number #3153259	Address 526 Congaree Rd, Greenville, South Carolina, United States, 29607
Last Payment Date 12/04/2020	Last Payment Amount \$ 586.93	

Statements Enrollment
Requested

[Switch Billing Account](#)

Manage All Billing Accounts

- [Autopay Settings](#)
- [Credit Line Application](#)
- [Paperless Credits & Invoices](#)**
- [E-Statements Enrollment](#)

- Click **Enroll** next to the account that needs to be enrolled.

Billing Account Number	Billing Address	Ship-To Locations	Enrollment Type	Recipients	
3153259	Test Acct Two 526 Congaree Rd Greenville 29607 +1-8642973680	11	INVOICES	Invoices: hhh@gmail.com	Requested
4519760	Yolanda Principe - Punchout 135 Duryea Rd Attention: Yolanda Principe Melville 11747 5555555555	1	-	-	Enroll

- Click check box next to Invoices, Credit Memos, or Select All to choose both.
- Type **email addresses** in the provided blanks.
- If additional emails need to be added, click **Add New Email Address**.
- Click **Save**.

Select Enrollment Type (at least one must be assigned)*

☒ Select All

☒ Invoices

Email Address
hhh@gmail.com

Email Address

Email Address

Email Address

Add New Email Address

☒ Credit Memo

Email Address
hhh@gmail.com

Email Address

Email Address

Email Address

Add New Email Address

Save

[Cancel](#)