

SETTING UP YOUR ONLINE ACCOUNT

I. Go to www.invoicecloud.com/bentonvillear

- A. Link is on our website as well.



II. Make a one-time payment or register account

A. One-time payment

1. Click A rounded rectangular button with a light gray background and a dark gray border. The text "Pay Now" is centered in white.
2. Enter the Account Number and Last Name
 - a) *Include the hyphen on the account number*
 - b) *Commercial customers use first name on account*
3. Select the invoice you wish to pay by clicking the checkbox
4. Click A rounded rectangular button with a light gray background and a dark gray border. It features a white plus sign icon and the text "Add selected invoices to your cart" in white.
5. Review your cart
6. Click A rounded rectangular button with a light gray background and a dark gray border. The text "Proceed to Checkout" is followed by a right-pointing arrow in white.
7. Choose either Pay Full Invoice or Pay Other Amount
8. Click A rounded rectangular button with a light gray background and a dark gray border. The text "Continue to Payment Information" is followed by a right-pointing arrow in white.
9. Enter your card information, review payment, and confirm

B. Register Account

1. Click A rounded rectangular button with a light gray background and a dark gray border. The text "Register Now" is centered in white.
2. Enter the Account Number and Last Name
 - a) *Include the hyphen on the account number*
 - b) *Commercial customers use first name on account*
3. Select the invoice you wish to pay by clicking the checkbox
4. Click A rounded rectangular button with a light gray background and a dark gray border. It features a user icon and the text "Register Selected Invoices" in white.
5. Enter/Confirm the Email Address
6. Create/Confirm Password
7. Enter the Secure Code and click A rounded rectangular button with a light gray background and a dark gray border. The text "Complete Registration" is followed by a right-pointing arrow in white.

C. Invoice Cloud Features

1. AutoPay
 - a) *Please cancel any prior scheduled payments, including bank draft*
2. Paperless
3. Invoice PDFs available to print, email, or save.