

SETTING UP YOUR ONLINE ACCOUNT

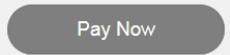
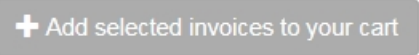
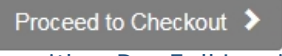
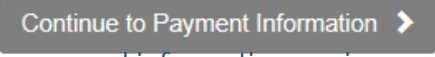
I. Go to www.invoicecloud.com/bentonvillear

A. Link is on our website as well.

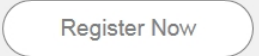




II. Make a one-time payment or register account

A. One-time payment

1. Click 
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 
5. Review your cart
6. Click 
7. Choose either Pay Full Invoice or Pay Other Amount
8. Click 
9. Enter your card information, review payment, and confirm

B. Register Account

1. Click 
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 
5. Enter/Confirm the Email Address
6. Create/Confirm Password
7. Enter the Secure Code and click 

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.