

# User guide

Business Invoicing - Payer Guide

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# How to Submit a Payment

- 1. Your business partner will provide you with your unique Identifier; this may be a Student #, property number, membership # as examples.
- 2. Click the green **“Pay Now”** button.

**MAINWAY** [Home\(This is configurable\)](#) [MainMenu2\(This is configurable\)](#) [MainMenu3\(This is configurable\)](#)

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**LOGIN**      **PAY NOW**      **Welcome to Business Invoicing Quick Pay site!**

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**Billing Account Number**

**Confirm Billing Account Number**

**Pay Now**



# How to Submit a Payment (continued)

- Enter the following Payer information:
  - Name** – this should match your Name as it appears on your PDF invoice.
  - Phone** – required field (may be optional)
  - Email** – required field, to receive your confirmation of submitted payment.
  - Country** – default is United States
  - Address (**Street Address, City, State, Zip Code**) – optional fields
- Enter the **Payment Amount**.
- Enter the **Biller Invoice No.** – may be required or optional.
- Select a **Pay Date** - may be static or editable.
- Click the **“Continue to Payment”** button to add your payment method (Bank Account or Card).

The screenshot shows the MAINWAY payment form with the following fields filled out:

- Name:** John Payer
- Phone:** (optional) Mobile
- Email:** Payer@gmail.com
- Country:** United States
- City:** (optional)
- Street Address:** (optional)
- State:** Select State
- Street Address Line 2:** (optional)
- ZIP Code:** (optional)
- Payment Amount:** \$ 50.00
- Payment Method:** Enter
- Pay Date:** 4/13/2022
- Invoice Number:** (optional)

A green button labeled "Continue to Payment" is visible at the bottom right of the form.

The screenshot shows the MAINWAY payment form with the following fields filled out:

- Company Name:** The Best Bank in the World
- Phone:** 201-341-5109 Mobile
- Email:** accounting@bestbank.com
- Country:** United States
- City:** St. Peters
- Street Address:** 211 El Pescado Dr
- State:** MO - Missouri
- Street Address Line 2:** (optional)
- ZIP Code:** 63376
- Payment Amount:** \$ 50.00
- Payment Method:** Enter
- Pay Date:** 4/13/2022
- Invoice Number:** (optional)

A green button labeled "Continue to Payment" is visible at the bottom right of the form.



# How to Submit a Payment (continued)

8. Select your payment method.
9. Enter your desired payment method information:
10. Click the “Enter Account” button

## Enter a Payment Method

Choose your preferred payment method to pay your bills.

 BANK ACCOUNT ▶

 CREDIT CARD ▶

### CREDIT CARD

Full Name on Card

Country  City

Card Number  

Expiration Date  Security Code

Street Address  State

Street Address Line 2  ZIP Code

Agree and Enter Account

By selecting "Agree and Enter Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

### BANK ACCOUNT

Account Type

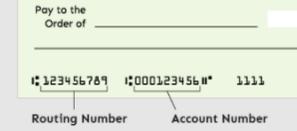
Account #

Banking Type

Re-enter Account #

Name on the Account

Routing Number



Make sure to use your bank account number, not your ATM or Debit card number.

Agree and Enter Account

By selecting "Agree and Enter Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

# How to Submit a Payment (continued)

11. Click “Continue to Payment”.

The screenshot shows the 'Home' page of the MAINWAY system. The page has a dark red header with 'Home' in white. Below the header, there is a light blue form area with several input fields. On the left side, there are fields for 'Name' (John Payer), 'Phone' (optional), 'Email' (Payer@gmail.com), 'Country' (United States), 'City' (optional), 'Street Address' (optional), 'State' (Select State), 'Street Address Line 2' (optional), and 'ZIP Code' (optional). On the right side, there are fields for 'Payment Amount' (\$ 50.00), 'Payment Method' (BOKF, N.A. \*\*\*\*9123), 'Pay Date' (4/13/2022), and 'Invoice Number' (optional). At the bottom right, there is a green button with a white arrow and the text 'Continue to Payment'.

12. Review your payment summary on the ‘Verify Payment’ screen.

13. Check the box agreeing to the Terms and Conditions.

14. Click “Make Payment”.

The screenshot shows the 'Verify Payment' screen of the MAINWAY system. The page has a dark red header with 'Verify Payment' in white. Below the header, there is a light blue form area. On the left side, there is a 'PAYMENT SUMMARY' section with a table showing '1 Invoice' for '\$50.00'. The 'Payment Method' is 'BOKF, N.A. \*\*\*\*9123' and the 'Payment Date' is '4/13/2022'. Below the table, there is a paragraph of text: 'Payments confirmed before Thursday, April 14, 2022 6:00 PM EST will be posted on Thursday, April 14, 2022. Payments confirmed after Thursday, April 14, 2022 6:00 PM EST will be posted on Friday, April 15, 2022.' On the right side, there is a 'Terms and Conditions' section with a scrollable area containing text about the services and conditions. Below the terms and conditions, there is a link to 'Print Terms and Conditions'. At the bottom left, there is a checkbox that is checked, with the text 'By checking this box you agree to the terms and conditions stated above.' Below the checkbox, there is a paragraph of text: 'By clicking the Make Payment button I, John Payer, confirm that today, Wednesday April 13, 2022, I am authorizing a one-time debit from my Checking account ending in \*\*\*\*9123 in the amount of 50.00 to be remitted to BOKQPDemo. This debit will occur on or after Thursday, April 14, 2022.' Below this paragraph, there is a line of text: 'If you have any questions regarding this transaction request, please call 888-123-4567.' At the bottom right, there is a green button with the text 'Make Payment' and a blue link with the text 'Cancel'. At the bottom left, there is a link with the text 'PAYMENT DETAILS' and a blue link with the text 'Expert'.



# How to Submit a Payment (continued)

15. Save or print your payment confirmation page for your own records. **Note:** you will also receive an email confirmation.

## Confirmation

**Thank You!** Your payment has been made.

[Print Confirmation Page](#)

<b>Payment Date</b>	4/14/2022
<b>Payment Method</b>	BOKF, N.A. *****9123
<b>Total Payment</b>	\$50.00

**John Payer**

Payments confirmed before Thursday, April 14, 2022 6:00 PM EST will be posted on Thursday, April 14, 2022. Payments confirmed after Thursday, April 14, 2022 6:00 PM EST will be posted on Friday, April 15, 2022.

If you have any further questions about payments to BOKQPDemo, please contact our office at 888-123-4567 .

Account Number	Confirmation #	Payment Amount
9876541	3100061655	\$50.00

[Enroll With Your Current Information](#)   [Return to Home](#)   [Log Out](#)

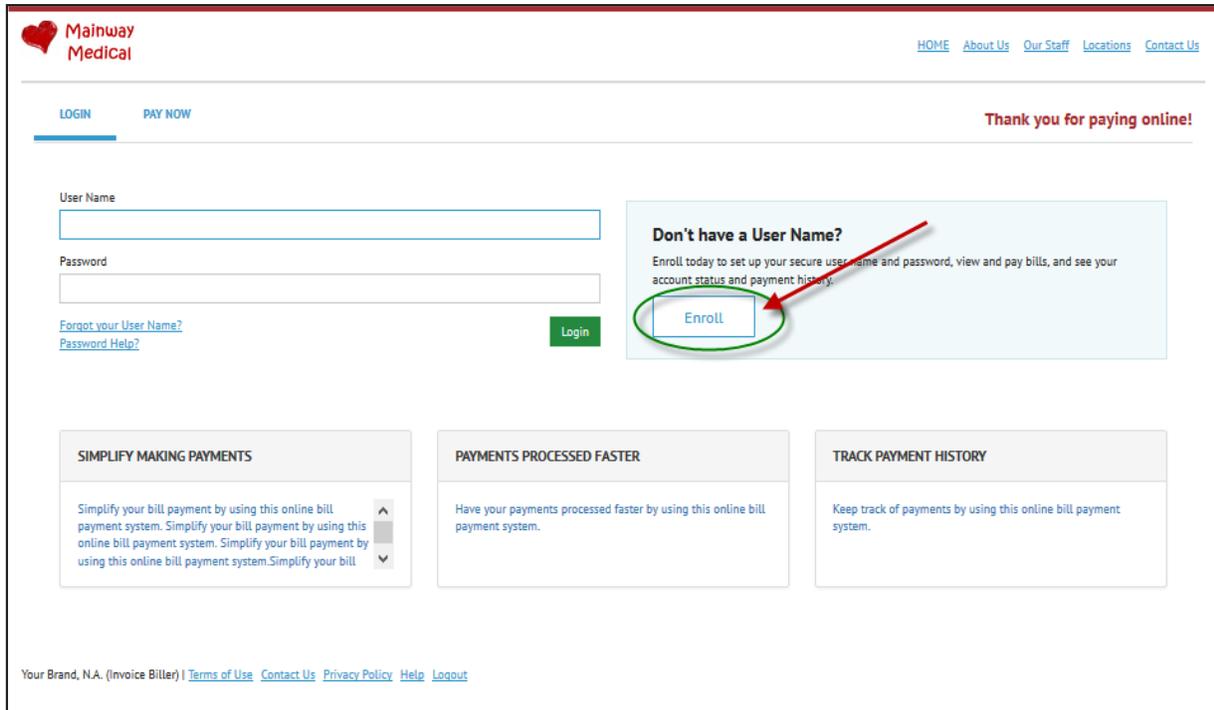


# Enrollment Process

Payers will typically be encouraged to enroll. Enrollment allows a payer to save Payment Methods for future payments, see Payment history and perform activities configured or allowed by your business partner. Also, if you do not see 'Enrollment' as an option, your business partner has not enabled and configured that option for payers.

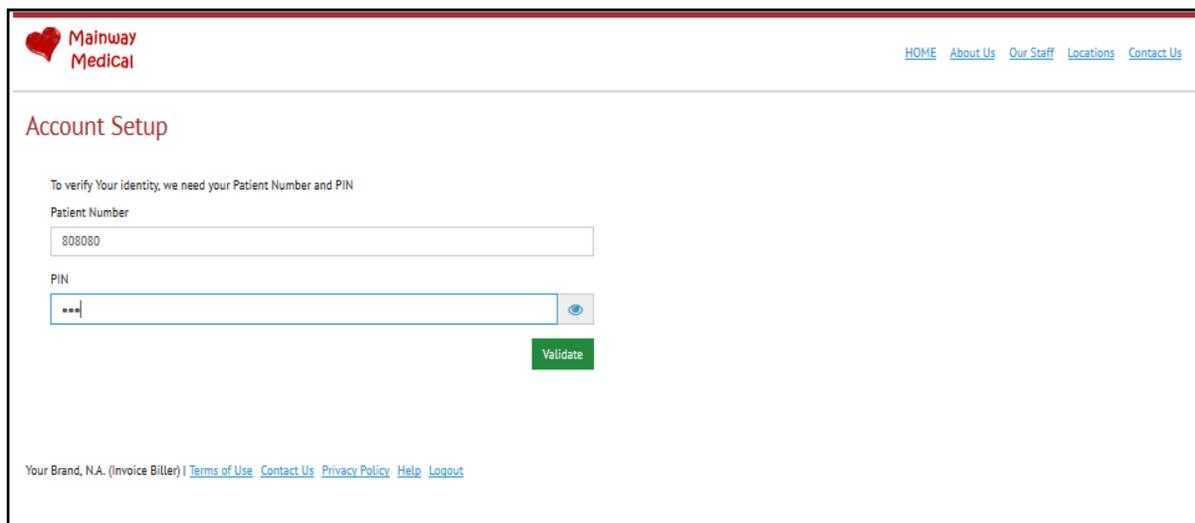
To being the Enrollment Process:

1. Select the "Enroll" button.



The screenshot shows the Mainway Medical website's login page. At the top left is the Mainway Medical logo. At the top right are navigation links: HOME, About Us, Our Staff, Locations, and Contact Us. Below the logo are two tabs: LOGIN (selected) and PAY NOW. A message on the right says "Thank you for paying online!". The main content area has a "User Name" input field, a "Password" input field, and a "Login" button. Below the password field are links for "Forgot your User Name?" and "Password Help?". To the right of the login fields is a box titled "Don't have a User Name?" with the text "Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history." and an "Enroll" button. A red arrow points to the "Enroll" button, which is circled in green. Below this are three boxes: "SIMPLIFY MAKING PAYMENTS", "PAYMENTS PROCESSED FASTER", and "TRACK PAYMENT HISTORY". At the bottom left, it says "Your Brand, N.A. (Invoice Biller) | Terms of Use | Contact Us | Privacy Policy | Help | Logout".

2. Input Payer credentials.



The screenshot shows the Mainway Medical website's "Account Setup" page. At the top left is the Mainway Medical logo. At the top right are navigation links: HOME, About Us, Our Staff, Locations, and Contact Us. The page title is "Account Setup". Below the title is a message: "To verify Your identity, we need your Patient Number and PIN". There are two input fields: "Patient Number" with the value "808080" and "PIN" with the value "\*\*\*". To the right of the PIN field is an eye icon. Below the input fields is a "Validate" button. At the bottom left, it says "Your Brand, N.A. (Invoice Biller) | Terms of Use | Contact Us | Privacy Policy | Help | Logout".

# Enrollment Process (continued)

3. Confirm or update Payer profile information.



[HOME](#) [About Us](#) [Our Staff](#) [Locations](#) [Contact Us](#)

## Account Setup

[PROFILE](#) [LOGIN & PASSWORD](#) [TERMS OF SERVICE](#) [BILLING & PAYMENT](#)

### Tell Us About Yourself

<b>Patient Name</b> <input type="text" value="A Williams"/>	<b>Primary Telephone Number</b> <input type="text" value="555-505-5050"/> <a href="#">Mobile -</a>
<b>First Name</b> <input type="text" value="(optional)"/>	<a href="#">Add Another Telephone Number</a>
<b>Middle Name</b> <input type="text" value="(optional)"/>	<b>Primary Email Address</b> <input type="text" value="jfriday@transactis.com"/>
<b>Last Name</b> <input type="text" value="(optional)"/>	<a href="#">Add Another Email Address</a>

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### What's Your Billing Address?

**Country**

**Address**

**Address Line 2**

**City**  **State**

**Zip Code**

[Continue to Login & Password](#)

Your Brand, N.A. (Invoice Biller) | [Terms of Use](#) [Contact Us](#) [Privacy Policy](#) [Help](#) [Logout](#)

# Enrollment Process (continued)

4. Create Login - "User Name" and "Password".
5. Select "Security Image".
6. Select and answer "Security Questions".

[HOME](#) [About Us](#) [Our Staff](#) [Locations](#) [Contact Us](#)

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## Account Setup

PROFILE **LOGIN & PASSWORD** TERMS OF SERVICE BILLING & PAYMENT

### Create a Username and Password

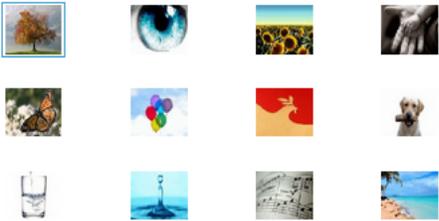
User Name

Password

Re-enter password, just to be sure

### Choose a Security Image and give it a label

You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us.



Give your image a label

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### Choose Your Security Questions

We'll use these questions to help verify your identity if you forget your login credentials. Make sure you give answers that you can easily remember.

Question 1 <input type="text" value="What is your grandmother's maiden name on your father's side?"/>	Answer 1 <input type="text"/>
Question 2 <input type="text" value="What is your grandmother's maiden name on your mother's side?"/>	Answer 2 <input type="text"/>
Question 3 <input type="text" value="How many brothers and sisters did your mother have?"/>	Answer 3 <input type="text"/>
Question 4 <input type="text" value="What city was your first job in?"/>	Answer 4 <input type="text"/>
Question 5 <input type="text" value="What was your boss's first name at your first job?"/>	Answer 5 <input type="text"/>

[Go Back](#) [Continue to Terms of Service](#)

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Your Brand, N.A. (Invoice Biller) | [Terms of Use](#) [Contact Us](#) [Privacy Policy](#) [Help](#) [Logout](#)



# Enrollment Process (continued)

- Acknowledge "Terms of Service" - Terms of Service may be shown as a hyperlink to another page, or may be displayed in a scrollable frame.

## Link to View Terms of Service

The screenshot shows the Mainway Medical Account Setup page. The navigation bar includes links for HOME, About Us, Our Staff, Locations, and Contact Us. The page title is "Account Setup" with sub-tabs for PROFILE, LOGIN & PASSWORD, TERMS OF SERVICE (highlighted), and BILLING & PAYMENT. Under "Terms of Service", there is a checkbox and the text: "By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site." At the bottom right, there are "Go Back" and "Continue to Billing and Payment" buttons. The footer contains "Your Brand, N.A. (Invoice Biller) | [Terms of Use](#) [Contact Us](#) [Privacy Policy](#) [Help](#) [Logout](#)".

## Scroll to View Terms of Service

The screenshot shows the Mainway Medical Account Setup page with the "Terms of Service" section expanded. The text is displayed in a scrollable frame. The text includes: "Please Read and Agree to the Terms of Service" with a "Print Terms of Service" link. The main text is: "***E pluribus unum***  
From Wikipedia, the free encyclopedia  
E Pluribus Unum included in the [Great Seal of the United States](#), being one of the nation's mottos at the time of the seal's creation. *E pluribus unum* (/ˈiːˈpluːrɪbus ˈuːnəm/; Latin [ˈeːˈpluːrɪbus ˈuːnɪu])—Latin for "Out of many, one"<sup>[1][2]</sup> (alternatively translated as "One out of many"<sup>[3]</sup> or "One from many")<sup>[4]</sup>—is a phrase on the [Seal of the United States](#), along with *Annuit cœptis*; (Latin for "He/she/it approves (has approved) of the undertakings") and *Novus ordo seclorum* (Latin for "New Order of the Ages"), and adopted by an Act of Congress in 1782.<sup>[2]</sup> Never codified by law, *E Pluribus Unum* was considered a *de facto* motto of the United States<sup>[5]</sup> until 1956 when the [United States Congress](#) passed an act (H. J. Resolution 396), adopting "In God we trust" as the official motto.<sup>[6]</sup>

Below the scrollable frame is a checkbox and the text: "By clicking this box, you are enrolling in this service and have read and agree to the Terms of Service for this site." At the bottom right, there are "Go Back" and "Continue to Billing and Payment" buttons. The footer contains "Your Brand, N.A. (Invoice Biller) | [Terms of Use](#) [Contact Us](#) [Privacy Policy](#) [Help](#) [Logout](#)".

# Enrollment Process (continued)

8. Choose "Bill Delivery Method" and set up "Payment Methods".

The screenshot shows the 'Account Setup' page for Mainway Medical, specifically the 'BILLING & PAYMENT' section. The page is titled 'How Would You Like to Receive Your Bills?' and offers two options: 'Paperless Billing' (Save a tree, go paperless?) and 'Online and by Mail' (By selecting 'No' you have chosen to receive paper bill/statements AND electronic bill/statements. If you save these changes to your profile, you will start receiving your paper bill/statements within the next TWO billing cycles.). Below this, there are three options for payment methods: 'Bank Accounts' (Link to Bank Accounts), 'Card Accounts' (Link to Card Accounts), and 'Add Later' (Add your payment method later). The 'ADD BANK ACCOUNT' section is expanded, showing fields for Account Type (Personal/Business), Banking Type (Checking Account/Savings Account), Give This Account a Nickname (Anna's Personal Account), Name on the Account (A Williams), and Routing Number (267077847). The Account # and Re-enter Account # fields both contain 123456. A graphic shows a check stub with the Routing Number 123456789 and Account Number 1000123456111. A checkbox for 'Agree and Add Account' is checked. At the bottom right, there are 'Go Back' and 'Finish Enrollment' buttons.

**Mainway Medical** [HOME](#) [About Us](#) [Our Staff](#) [Locations](#) [Contact Us](#)

## Account Setup

[PROFILE](#) [LOGIN & PASSWORD](#) [TERMS OF SERVICE](#) **[BILLING & PAYMENT](#)**

### How Would You Like to Receive Your Bills?

**Paperless Billing**  
Save a tree, go paperless?

**Online and by Mail**  
By selecting "No" you have chosen to receive paper bill/statements AND electronic bill/statements. If you save these changes to your profile, you will start receiving your paper bill/statements within the next TWO billing cycles.

You may select a default payment method now. After enrollment you can manage your payment methods.

**Bank Accounts**  
Link to Bank Accounts

**Card Accounts**  
Link to Card Accounts

**Add Later**  
Add your payment method later

#### ADD BANK ACCOUNT

Account Type:  Personal  Business

Account #:

Banking Type:  Checking Account  Savings Account

Re-enter Account #:

Give This Account a Nickname:

Name on the Account:

Routing Number:

Pay to the Order of \_\_\_\_\_

Agree and Add Account

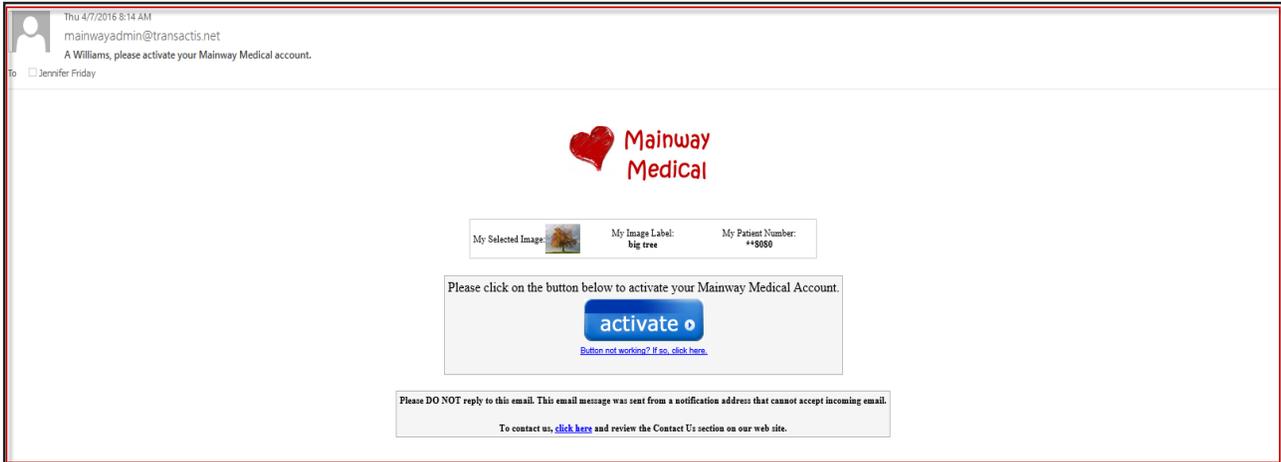
**Routing Number**      **Account Number**

*Make sure to use your bank account number, not your ATM or Debit card number.*

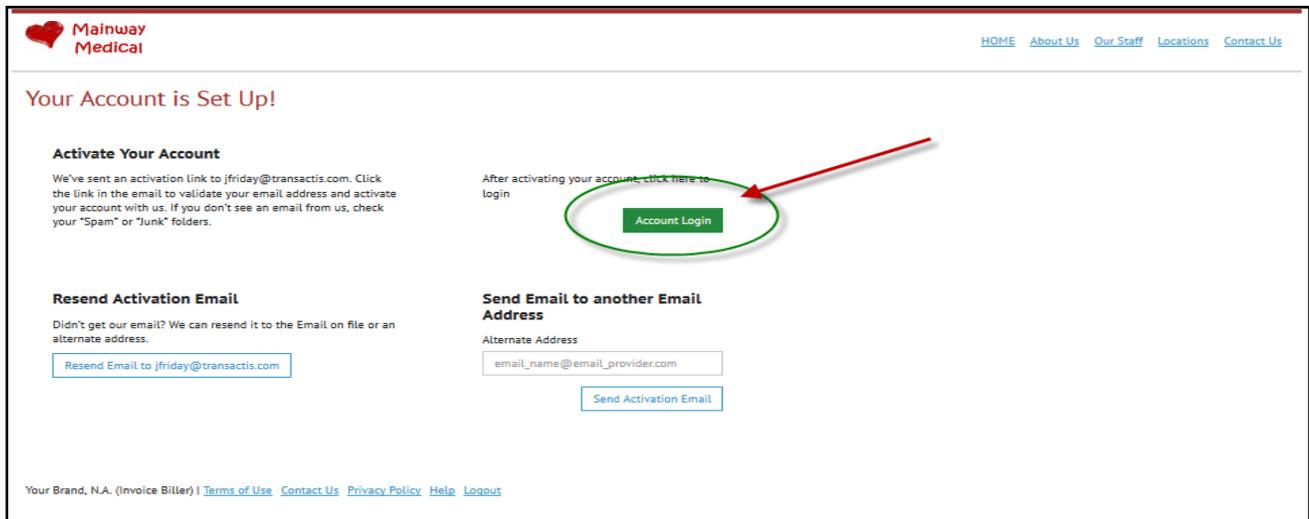
[Go Back](#) [Finish Enrollment](#)

# Enrollment Process (continued)

9. Access email and select “activate” to complete the enrollment.



10. Activation will return Payer to the “Login Screen”.



# Frequently Asked Questions

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**Q:** Is there a fee to Payers for using the site to make a payment?

**A:** No, there are no fees for our Payer using this site to make your payment.

**Q:** Are customers required to submit payments via this site?

**A:** No, Payers may continue to pay outside of this site.

**Q:** Can we set up recurring enrolled payments?

**A:** Not currently, the site only accepts one-time payments from unenrolled users.

**Q:** Can our payment method information be saved for future use?

**A:** As a one-time payer, you may be presented with the option to enroll, and with that option you can save your payment method to your enrolled account. This enrollment option to save payment methods does not change the configuration by your business partner to setup recurring payments.

**Q:** What payment methods are permitted through this site?

**A:** Your business partner determined what payment methods they wanted to accept; you may be presented with ACH only, Card only or both methods.

**Q:** Can multiple invoices be paid with a single payment?

**A:** Please only pay one invoice per payment.

**Q:** Where can I find our Customer ID?

**A:** Your business partner will provide you with your unique Identifier; this may be a Student #, property number, membership # as examples.