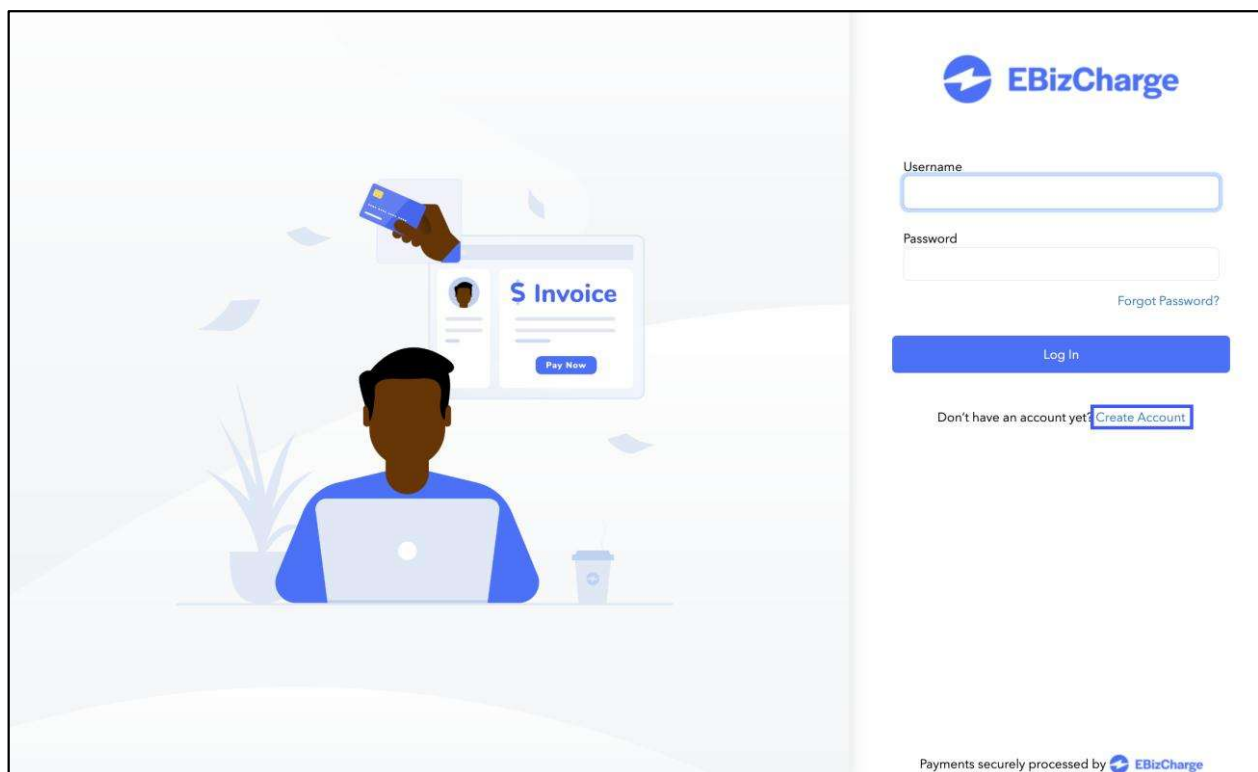


	• Safari for macOS Other supported browsers: • Internet Explorer 11 • Microsoft Edge Legacy Ensure that the cookies and JavaScript are enabled in the browser.
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New User

Customers can create their own accounts for the Customer Payment Portal. To do so, the customer record inside the Customer Payment Portal needs to have an email address and zip/postal code saved on file.

1. Navigate in the desired browser to <https://connect.ebizcharge.net/>.
 - a. (Optional) When applicable, navigate to the custom URL provided by **EBizCharge Support**.
2. Click **Create Account** under the **Log In** button.



3. Input the **Email** associated with the customer account.



An illustration at the top of the form shows a blue square with a white question mark on the left, and a white document with blue lines on the right. A blue mouse cursor is pointing at a blue box containing four white asterisks, which is positioned over the document. Below the illustration, the text "Register for an Account" is centered. Underneath, a note states: "Must be the same email address associated with your customer account in our records." A text input field is labeled "Email *" and contains the text "support@ebizcharge.com". Below the input field is a blue button with the text "Register".

Register for an Account

Must be the same email address associated with your customer account in our records.

Email *

support@ebizcharge.com

Register

4. Click **Register**.

An illustration at the top of the form shows a blue square with a white question mark on the left, and a white document with blue lines on the right. A blue mouse cursor is pointing at a blue box containing four white asterisks, which is positioned over the document. Below the illustration, the text "Register for an Account" is centered. Underneath, a note states: "Must be the same email address associated with your customer account in our records." A text input field is labeled "Email *" and contains the text "support@ebizcharge.com". Below the input field is a blue button with the text "Register".

Register for an Account

Must be the same email address associated with your customer account in our records.

Email *

support@ebizcharge.com

Register

5. Input the **Zip/Postal Code** associated with the customer account.





Register for an Account

Email

Zip/Postal Code

Must be the same Zip/Postal Code associated with your customer account in our records

Register

6. Click **Register**. A confirmation window is displayed, and the email is sent to the customer.



Register for an Account

Email

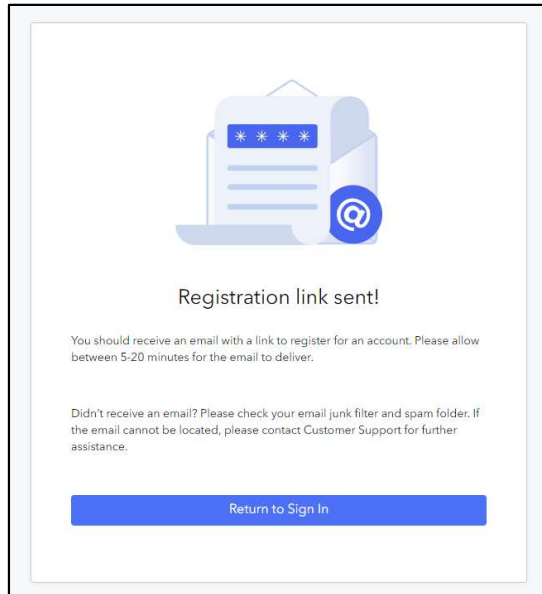
Zip/Postal Code

Must be the same Zip/Postal Code associated with your customer account in our records

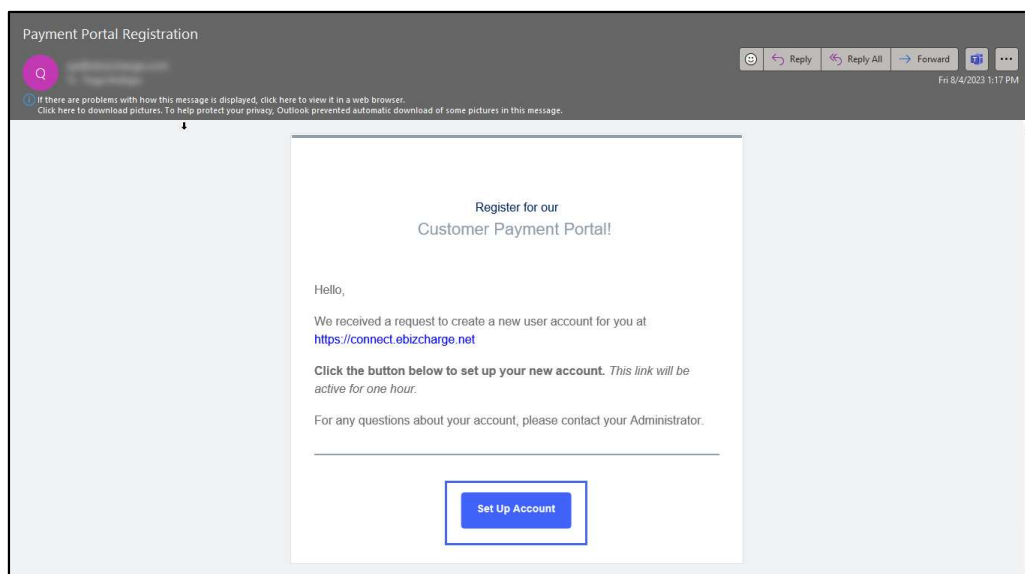
Register

7. Click **Return to Sign In**.



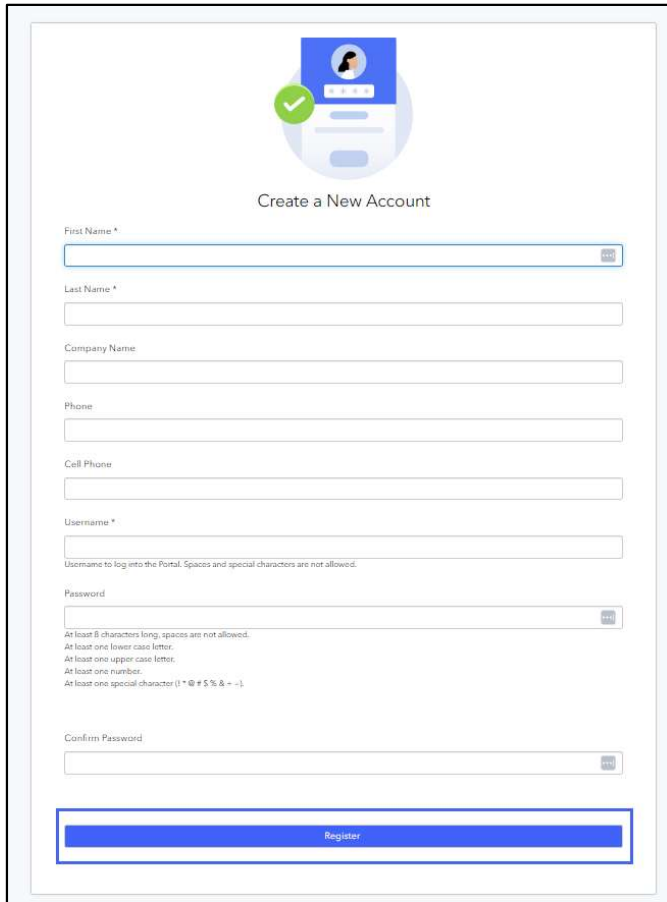


8. From the received email, click **Set Up Account**.



9. Input optional profile details such as first and last name, company name, and any phone numbers.
10. Choose and input a **Username**. The username is used at the login screen.
11. Input a **Password** and then re-enter it in the **Confirm Password** field.
12. Click **Register**.





The image shows a 'Create a New Account' form. At the top, there is a circular icon with a green checkmark and a person silhouette. Below the icon, the text 'Create a New Account' is centered. The form contains several input fields: 'First Name *', 'Last Name *', 'Company Name', 'Phone', 'Cell Phone', 'Username *', 'Password', and 'Confirm Password'. Each field has a small 'x' icon on the right side. Below the 'Password' field, there are four lines of text: 'At least 8 characters long, spaces are not allowed.', 'At least one lower case letter.', 'At least one upper case letter.', and 'At least one number.'. Below the 'Confirm Password' field, there is a blue 'Register' button.

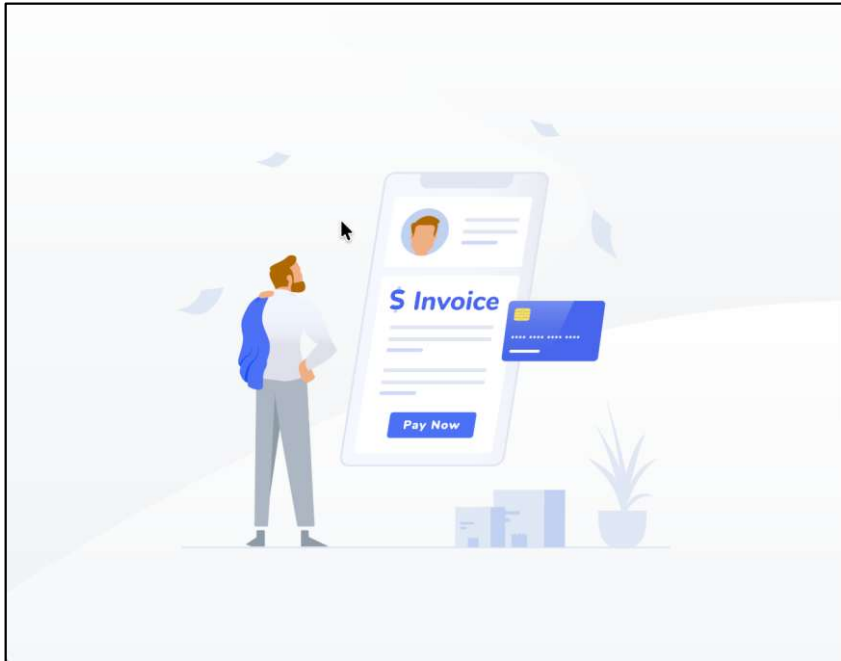
13. At the success message, click **Continue** to return to the login page.

Log In

When the customer has completed registration or has been configured from within the Admin Portal, they will do the following:

1. Navigate in the desired browser to <https://connect.ebizcharge.net/>.
 - a. (Optional) When applicable, navigate to the custom URL provided by **[EBizCharge Support](#)**.
2. Input **Username**.





EBizCharge

Username
McTestJr

Password

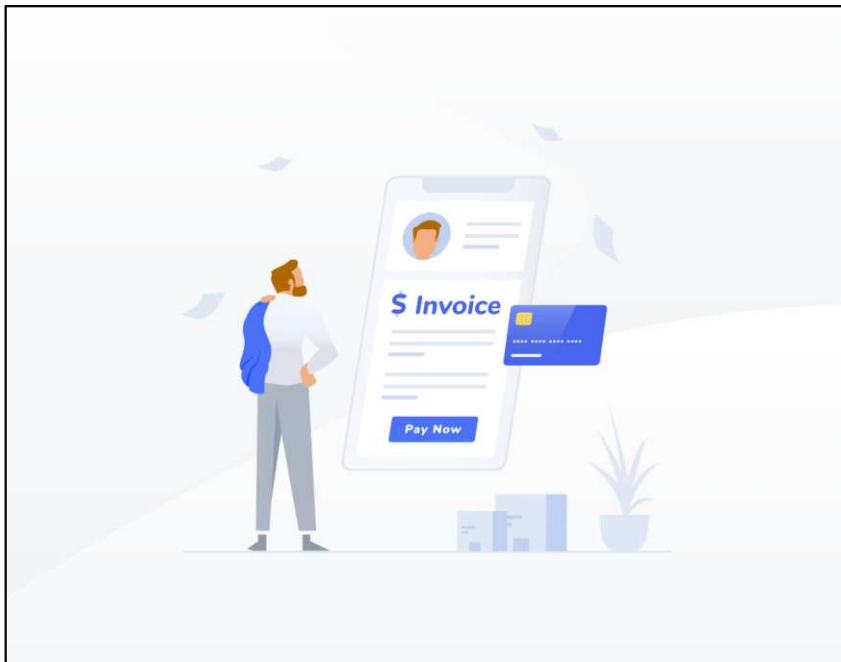
[Forgot Password?](#)

Log In

Don't have an account yet? [Create Account](#)

Payments securely processed by **EBizCharge**

3. Input **Password**.



EBizCharge

Username
McTestJr

Password
.....

[Forgot Password?](#)

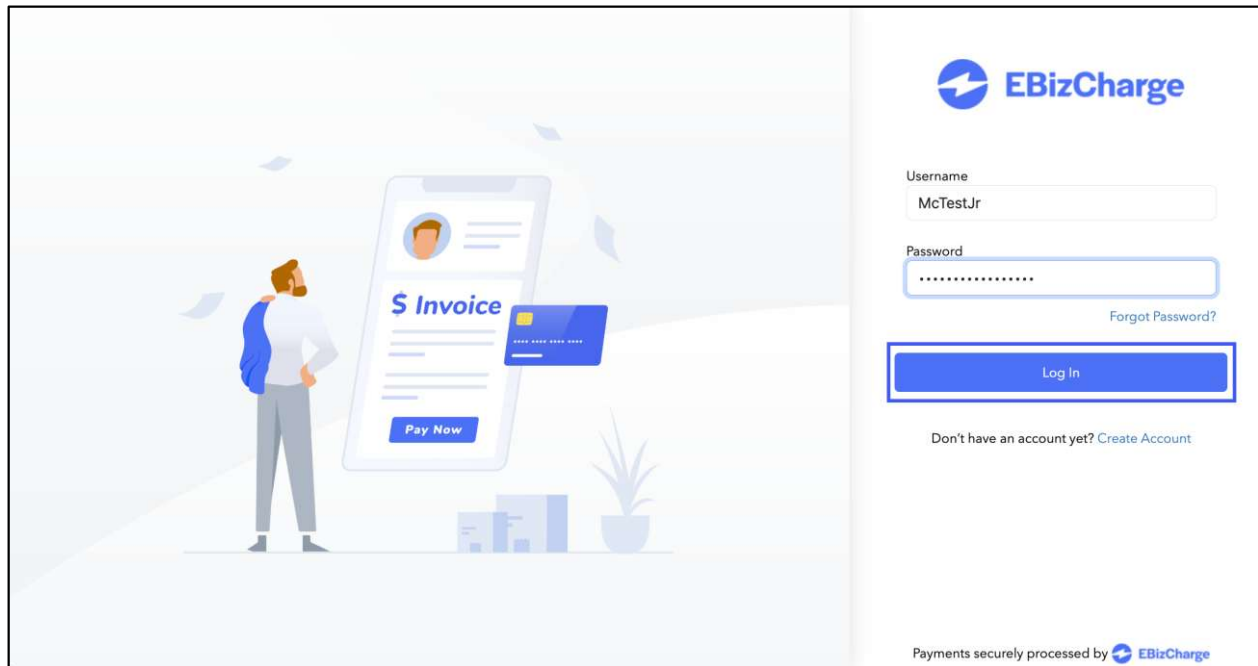
Log In

Don't have an account yet? [Create Account](#)

Payments securely processed by **EBizCharge**

4. Click **Log In**.





- Once logged in, the customer's front page will display the **Pay Invoices** screen by default.

The screenshot shows the 'Pay Invoices' screen for a customer named 'Harold's Taco Shop'. The interface includes a sidebar with navigation options like 'Pay Invoices', 'Quick Payment', 'Auto Payments', 'Reports', 'Payment History', 'Invoice List', 'My Account', 'Payment Methods', 'Account Info', 'Change Password', and 'Logout'. The main content area displays invoice statistics: 3 Open Invoices for \$502.00 and 3 Past Due Invoices for \$502.00, along with an 'Auto Pay' toggle set to 'On'. A section titled 'Select invoices to pay' allows filtering by date and status, with a 'Refresh' button. Below this is a table of invoices with columns for Invoice#, Date, Due Date, Currency, Invoice Total, Remaining Balance, Eligible Discount, and Amount Due. A 'Payment summary' box on the right shows zero amounts for invoice payment, credit applied, and total payment.

	Invoice#	Date	Due Date	Currency	Invoice Total	Remaining Balance	Eligible Discount	Amount Due
☐	INV-20260107a	6/26/2024	7/24/2024		500.00	400.00	0	400.00

