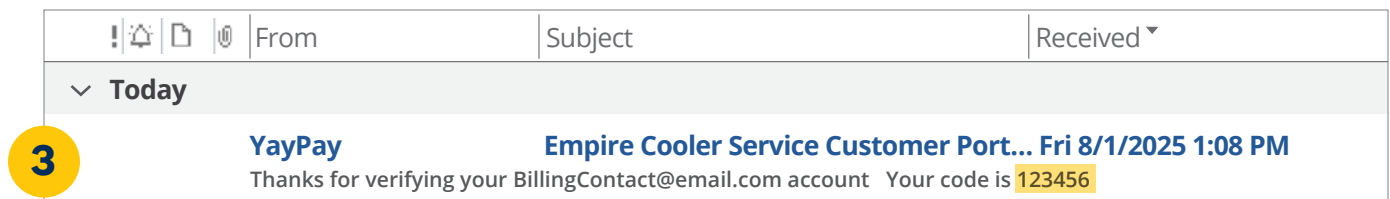
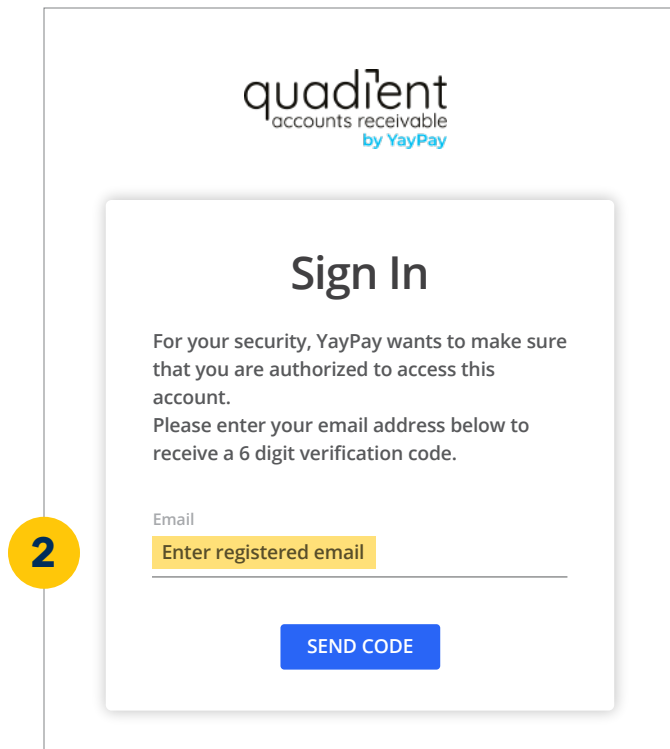
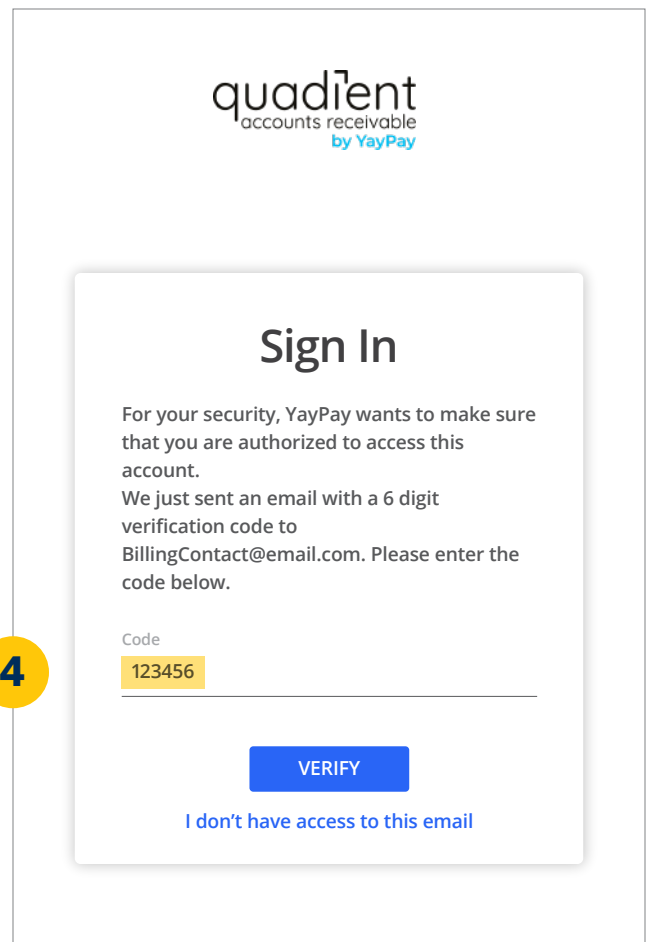
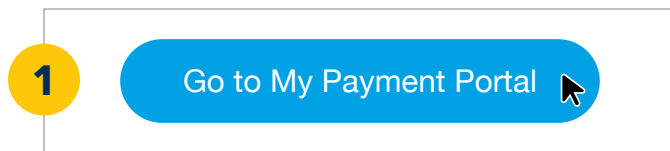


Setting Up Your Empire Cooler Payment Portal Account

Step 1: Authenticate and Access Your Customer Portal

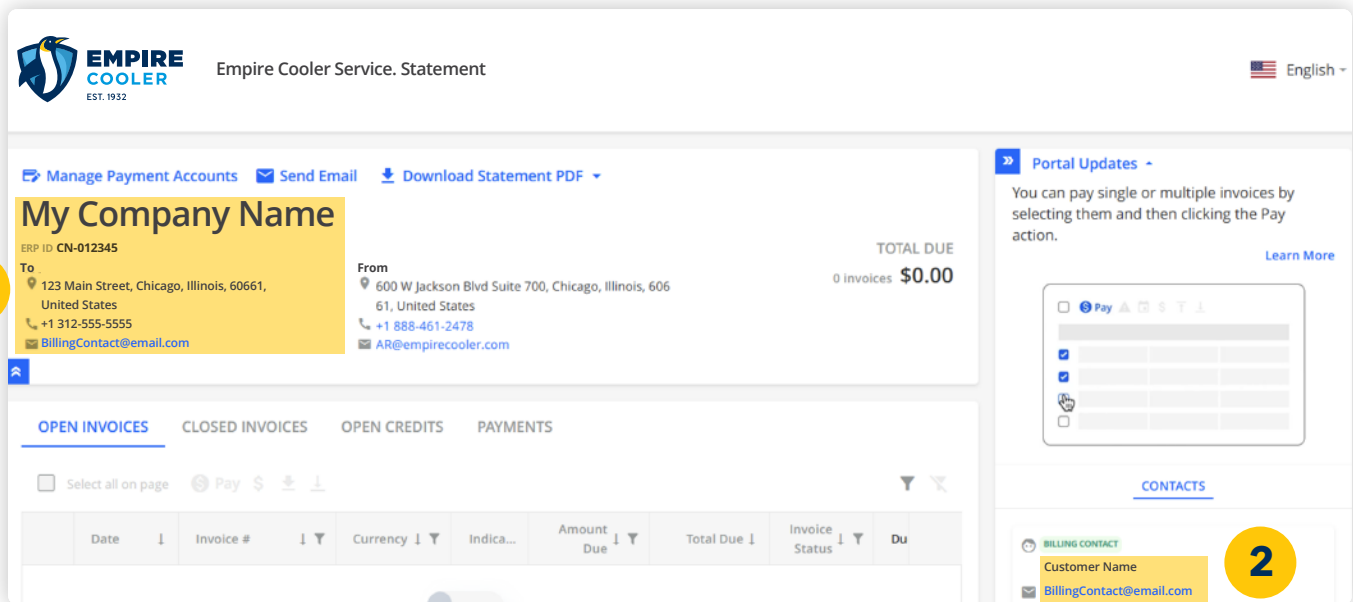
1. In the Payment Portal email you received, click on the "Go to My Payment Portal" button
2. Enter the Billing Contact Email Address associated with your account and click SEND CODE
3. Check your email for your 6 digit verification code
4. Enter the 6 digit security code into the "Sign in" window and click VERIFY



Setting Up Your Empire Cooler Payment Portal Account

Step 2: Verify/Update Your Customer Portal Information

1. Review your Empire Cooler Customer Information
2. Review your Company Billing Contact Email Address
3. To update your Customer/Billing Contact Information, click on "Send Email" and fill out the form with your updated info
4. Click on "Manage Payment Accounts" to add your preferred payment information



EMPIRE COOLER EST. 1932 Empire Cooler Service. Statement English

Manage Payment Accounts Send Email Download Statement PDF

My Company Name
ERP ID: CN-012345

To: 123 Main Street, Chicago, Illinois, 60661, United States
+1 312-555-5555
BillingContact@email.com

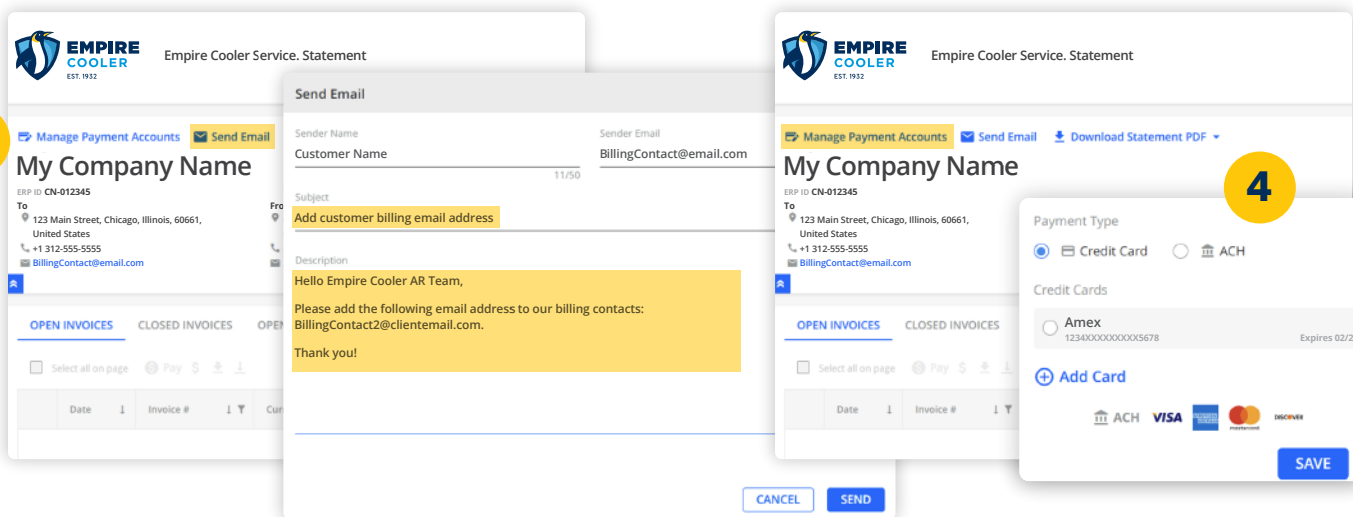
From: 600 W Jackson Blvd Suite 700, Chicago, Illinois, 606 61, United States
+1 888-461-2478
AR@empirecooler.com

TOTAL DUE
0 Invoices **\$0.00**

Portal Updates -
You can pay single or multiple invoices by selecting them and then clicking the Pay action. [Learn More](#)

CONTACTS
BILLING CONTACT
Customer Name
BillingContact@email.com

Date	Invoice #	Currency	Indica...	Amount Due	Total Due	Invoice Status	Du
[Empty table body]							



EMPIRE COOLER EST. 1932 Empire Cooler Service. Statement

Send Email

Sender Name: Customer Name
Sender Email: BillingContact@email.com

Subject: Add customer billing email address

Description: Hello Empire Cooler AR Team, Please add the following email address to our billing contacts: BillingContact2@clientemail.com. Thank you!

EMPIRE COOLER EST. 1932 Empire Cooler Service. Statement

Payment Type
 Credit Card ACH

Credit Cards
 Amex 1234XXXXXXXXXX5678 Expires 02/28

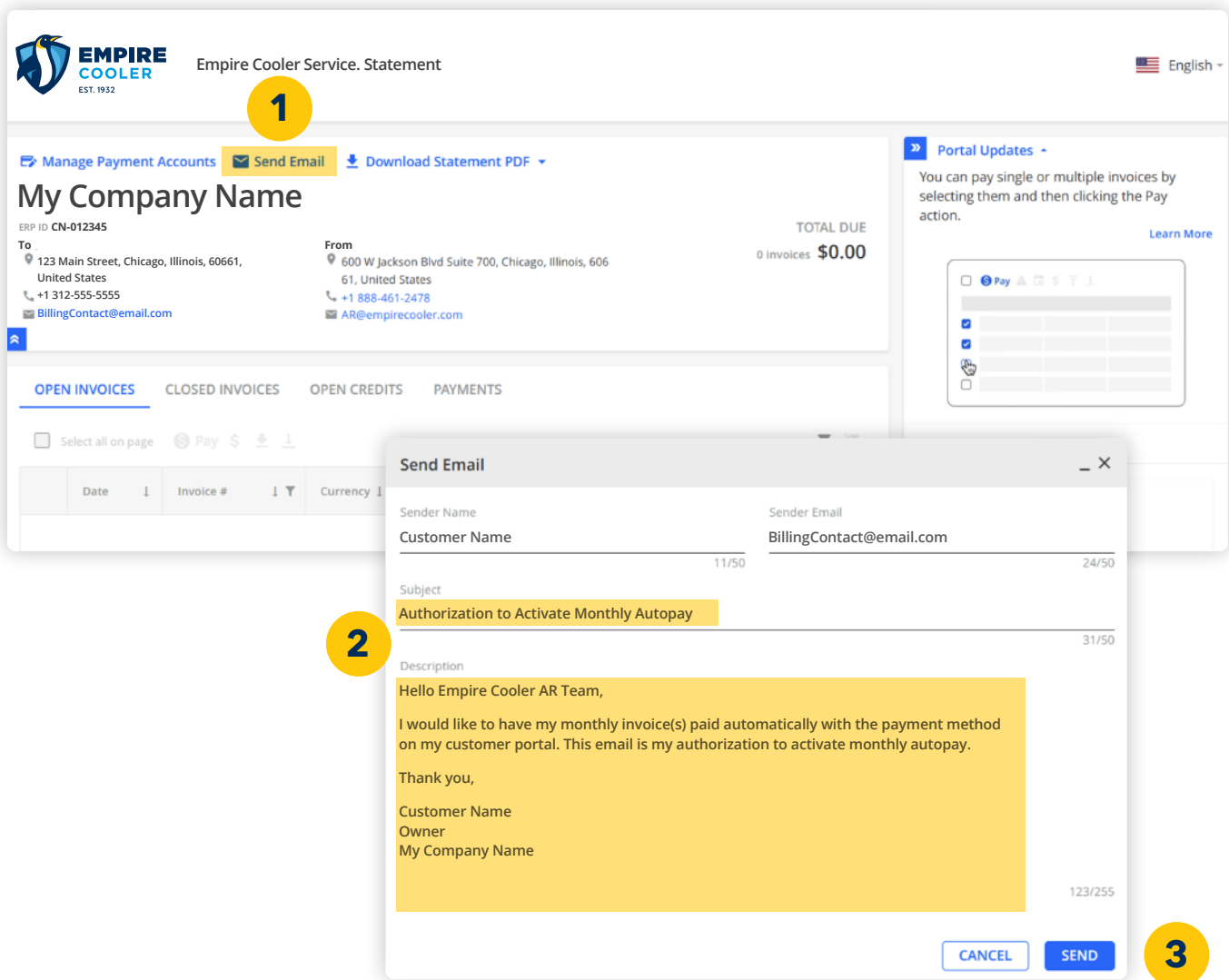
+ Add Card
 ACH VISA DISCOVER

SAVE

Setting Up Your Empire Cooler Payment Portal Account

Step 3: Authorize Your Monthly Auto Payment Activation

1. Click on “Send Email” link above your Customer Information
2. Fill in the Subject and Description sections with your authorization approval
3. Click SEND. An Empire Cooler Accounting Team Member will reach out with your activation confirmation



The screenshot displays the Empire Cooler Service Statement portal. A yellow circle with the number '1' highlights the 'Send Email' button in the top navigation bar. Below this, the 'My Company Name' section contains contact information for both the customer and the service provider. A 'TOTAL DUE' section shows '0 Invoices \$0.00'. A 'Portal Updates' section provides instructions on how to pay invoices. A 'Send Email' modal window is open, with a yellow circle and the number '2' highlighting the 'Subject' and 'Description' fields. The 'Subject' field contains 'Authorization to Activate Monthly Autopay'. The 'Description' field contains a message authorizing monthly autopay. A yellow circle with the number '3' highlights the 'SEND' button at the bottom right of the modal.

1

EMPIRE COOLER EST. 1932 Empire Cooler Service. Statement English

Manage Payment Accounts **Send Email** Download Statement PDF

My Company Name
ERP ID CN-012345

To: 123 Main Street, Chicago, Illinois, 60661, United States
+1 312-555-5555
BillingContact@email.com

From: 600 W Jackson Blvd Suite 700, Chicago, Illinois, 60661, United States
+1 888-461-2478
AR@empirecooler.com

TOTAL DUE
0 Invoices **\$0.00**

Portal Updates
You can pay single or multiple invoices by selecting them and then clicking the Pay action. [Learn More](#)

OPEN INVOICES CLOSED INVOICES OPEN CREDITS PAYMENTS

Select all on page Pay \$

Send Email

Sender Name: Customer Name
Sender Email: BillingContact@email.com

Subject: Authorization to Activate Monthly Autopay

Description: Hello Empire Cooler AR Team,
I would like to have my monthly invoice(s) paid automatically with the payment method on my customer portal. This email is my authorization to activate monthly autopay.
Thank you,
Customer Name
Owner
My Company Name

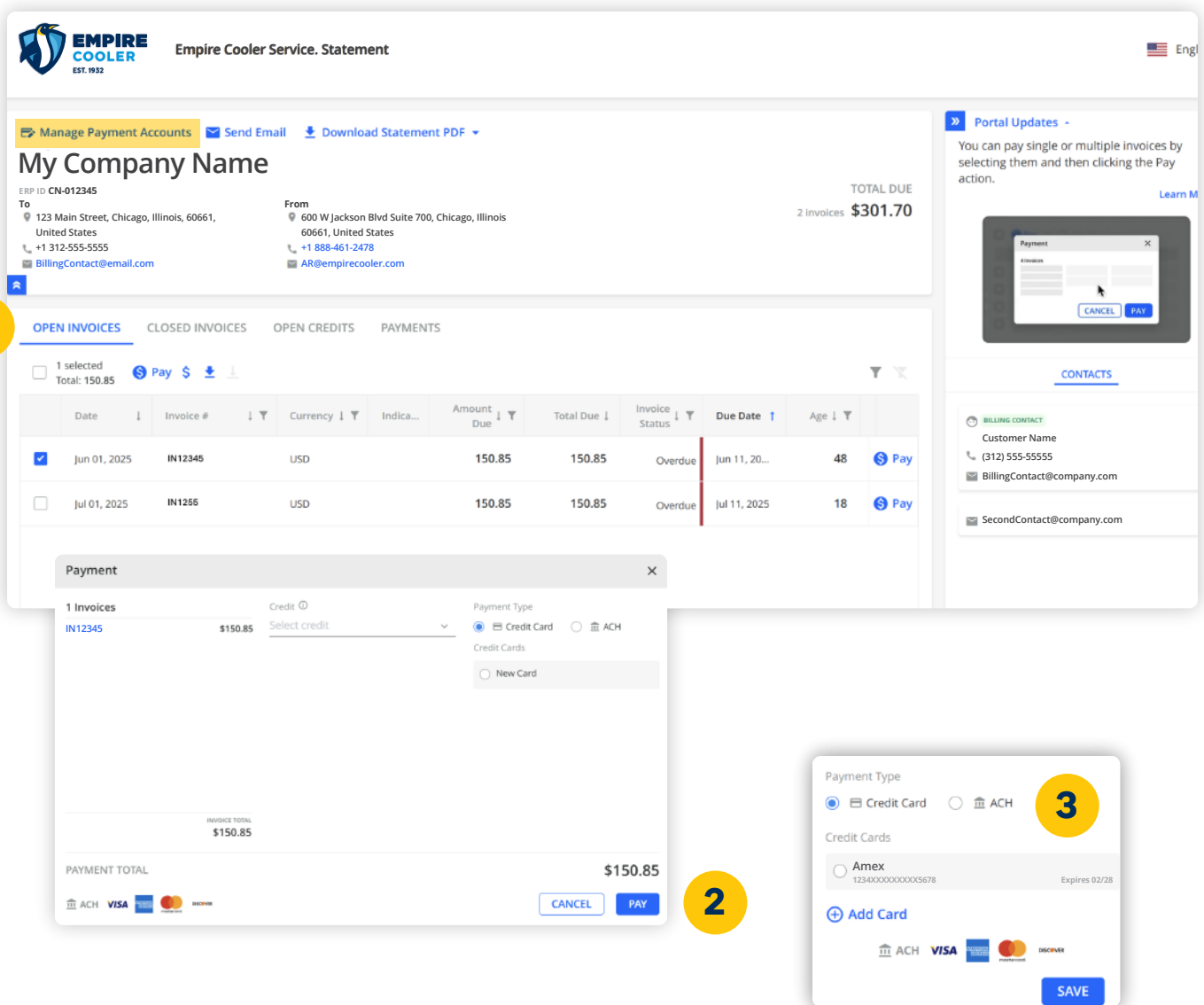
CANCEL SEND

3

Setting Up Your Empire Cooler Payment Portal Account

Step 4: View and Pay Your Invoice

1. Use the tabs to view and pay your INVOICES and review your CREDITS and PAYMENT history
2. To pay, select the invoice and click the PAY button; you can select your payment method from your saved payment information
3. Click on "Manage Payment Accounts" to update your saved payment information



The screenshot displays the 'Empire Cooler Service. Statement' portal. At the top, there are navigation links: 'Manage Payment Accounts', 'Send Email', and 'Download Statement PDF'. The user's company name is 'My Company Name' with ERP ID CN-012345. The total due is \$301.70 for 2 invoices. A table lists two invoices: IN12345 (due Jun 11, 2025) and IN1256 (due Jul 11, 2025). A 'Payment' modal is open for invoice IN12345, showing the amount due (\$150.85) and options for 'Credit Card' or 'ACH'. A 'CONTACTS' sidebar on the right shows billing contact information. Three numbered callouts highlight key actions: 1. Selecting an invoice in the table; 2. Clicking the 'PAY' button in the payment modal; 3. Selecting a payment method (Credit Card) in the modal.