

Create a Password; Change an Existing Password

For security purposes, we require all users to log in with a password and e-mail. The process to set up a new password and to update an existing password are the same. Please note, only e-mail addresses that receive our remittance alerts have the capability of completing the password reset process.

Step 1

Click the **click here** hyperlink in the body of the e-mail you received.

Step 2

You will be redirected to our Payment Command Center web page. Click on **Setup or reset your password**, located under the User Login fields.
You do not need to enter your e-mail address yet.

Step 3

You will be redirected to a page that requests your email address. Type the full e-mail address *that we have on file* and click **Reset My Password**. Misspelled e-mail addresses will cause an error.
If we do not have your e-mail address on record, you will not be able to move forward. Please reach out to Vendor Support to discuss this issue. We can add up to four e-mails to the remittance recipients list.

Step 4

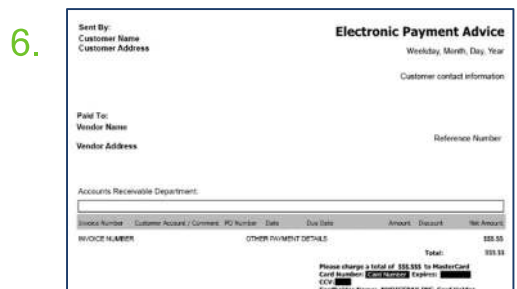
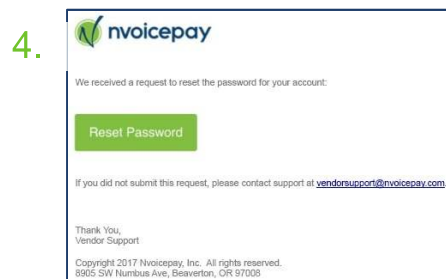
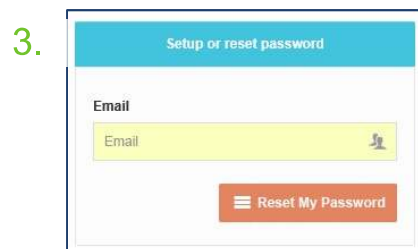
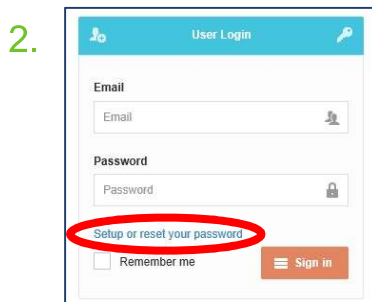
A new e-mail will be sent to **your e-mail inbox** containing link to the password reset page. Please click the **Reset Password** button.

Step 5

Enter a new password and confirm the password. Click the **Reset** button.
The password needs to be at least seven characters long and contain at least one letter and one number. It is case-sensitive.

Step 6

You will automatically be logged into Nvoicepay's Vendor Portal. **If you have accessed this page through a remittance e-mail, the remittance in question will display immediately**, including the one-time card details (for MasterCard payments). Please process the credit card in your card terminal using 'card not present' regulations.



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Viewing your payment history and remittances:

If you log in using a direct log in (i.e. not through a remittance e-mail), you will be routed to the Payment History page, which will list all payments made to you through Nvoicepay. If you are already viewing a remittance, you can return to the Payment History page by clicking the 'Payment History' tab on the left-hand side of your screen.

View Remittance: Click on **Full** to open the full remittance and one-time credit card details for that single payment.

Processed Date: The date your company processed the payment. If the column is blank, that payment was either not processed, or not run for the full amount.

Payment ID: A unique number which corresponds to a single payment.

Payment History

Start date: 02/01/2015 End date: 1/9/2018 Payment ID:

View Remittance	Payment ID	Customer Name	Payment Date	Reference Number	Check Number	Payment Method	Payment Amount	Processed Date
Full	4852165	Ship Shape Shop, Inc	12/31/2017	E009651		MasterCard	\$503.85	
Full	3886959	Ship Shape Shop, Inc	10/28/2017	E008648		MasterCard	\$100.00	10/28/2017
Full	3684415	Ship Shape Shop, Inc	05/16/2017	E008165		MasterCard	\$58.45	05/19/2017
Full	3096582	Ship Shape Shop, Inc	04/06/2017	E008069		MasterCard	\$1,965.41	04/06/2017

Remittance View:

Download Remittance: You can download and subsequently print your remittance by clicking on Direct Download.

Print Remittance: Depending on your internet browser, this task bar may appear at the top or bottom of the screen when you hover your mouse over the area.

Card Details: Run this one-time MasterCard in your card terminal using 'card not present' regulations.

Remittance View:

Direct Download

Sent By: Customer Name, Customer Address

Electronic Payment

Weekday, Month, Year

Paid To: Vendor Name, Vendor Address

Accounts Receivable Department:

Invoice Number	Customer Account / Comment	PO Number	Date	Due Date	Amount	Discount	Net Amount
Invoice details				Invoice details		Invoice Amount	
						Total:	Amount

Please charge a total of \$55.55 to MasterCard
 Card Number: [REDACTED] Expires: [REDACTED]
 CCV: [REDACTED]
 Cardholder Name: NVOICEPAY INC, Card Holder
 Company Name: NVOICEPAY INC
 Billing Address: 8905 SW NIMBUS AVE STE 240,
 BEAVERTON, OR 97008

to retain this card information.