

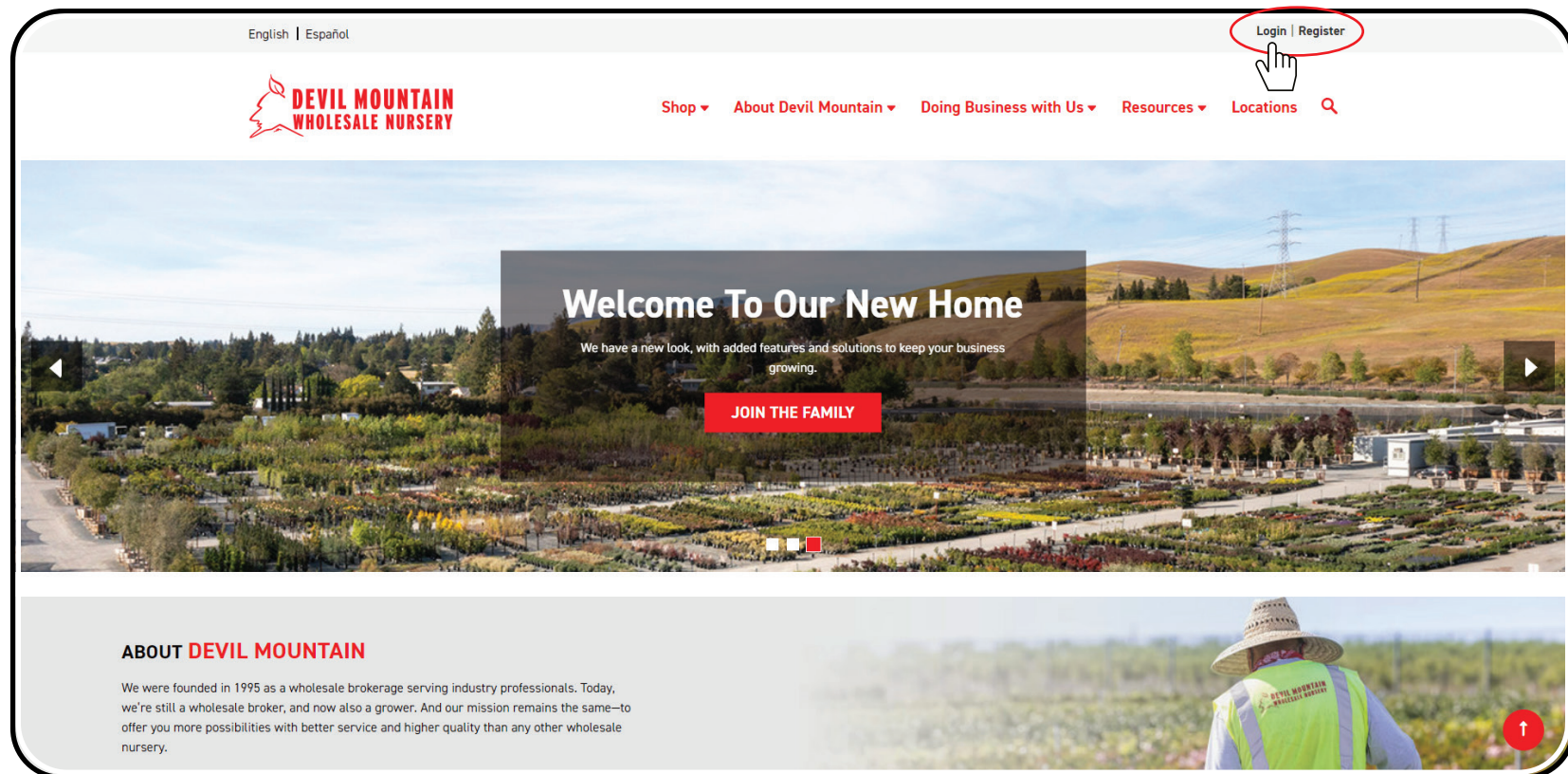
# MAKING ACCOUNT PAYMENTS ONLINE



## STEP 1

Go to the Devil Mountain website ([www.devilmountainnursery.com](http://www.devilmountainnursery.com)), and click the 'Login' link in the upper righthand corner. Enter your username and password to login.

\*If you do not have a username and password, you will need to apply for one. See the supplemental '[Customer Online Access Step-by-Step](#)' tutorial.



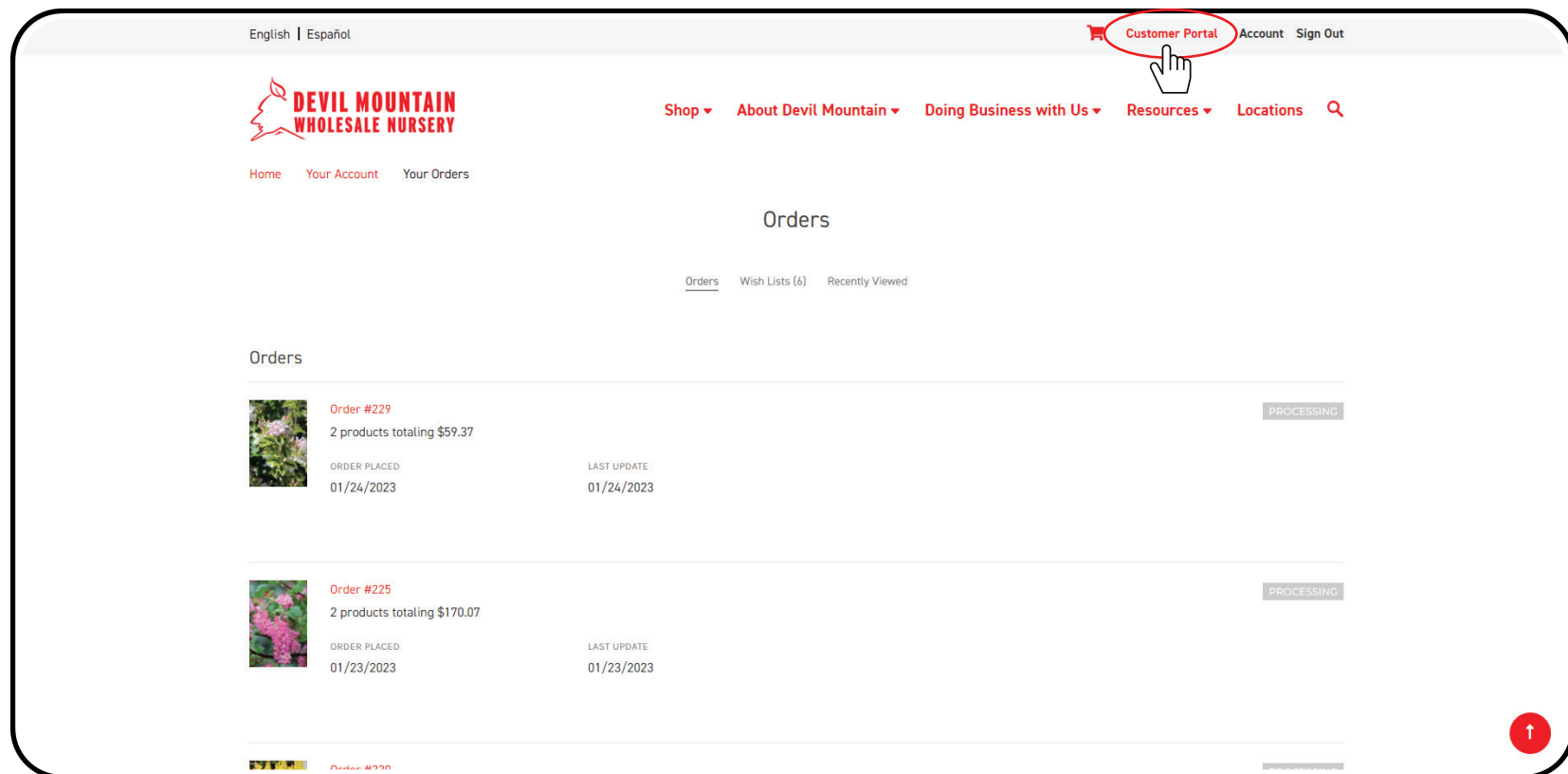
12657 ALCOSTA BLVD #180 • SAN RAMON, CA 94583 • (PH) 925.829.6006 • (FX) 925.829.6009 • [WWW.DEVILMOUNTAINNURSERY.COM](http://WWW.DEVILMOUNTAINNURSERY.COM)

**NORTHERN CA:** SAN RAMON | PETALUMA | CLEMENTS | MORGAN HILL | FARMINGTON | LA SELVA BEACH  
**SOUTHERN CA:** CARMEL VALLEY | FALLBROOK | FILLMORE | OCEANSIDE | ORANGE | REDONDO BEACH | SAN JUAN CAPISTRANO | VISTA

## STEP 2

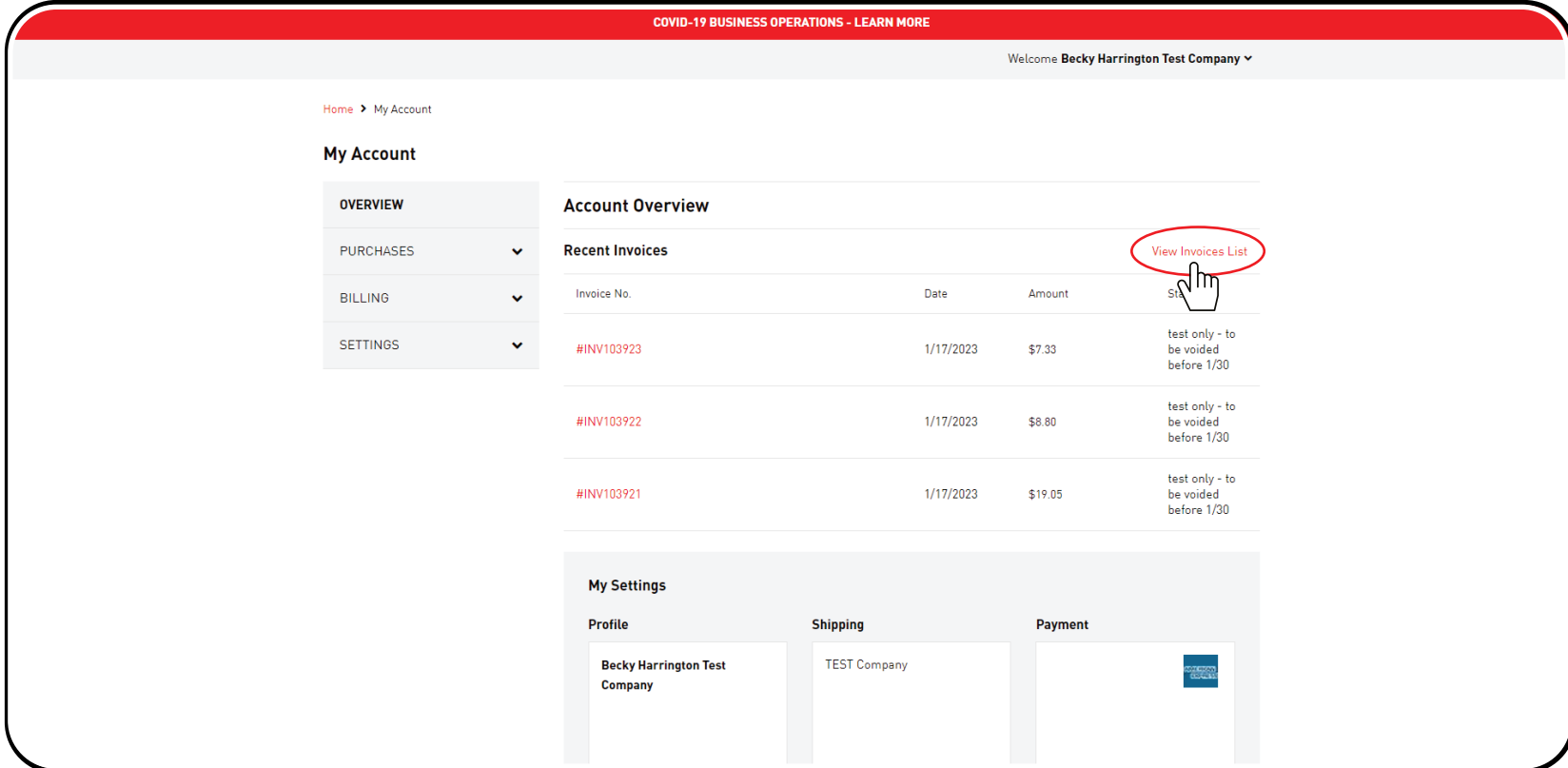
Once you are logged in, locate and click on 'Customer Portal' in the right hand corner.  
A new web browser tab will open with your dashboard displayed.

To set up charge terms, fill out and submit a '**Credit Application**' form. This form may be found at the '**Doing Business With Us**' tab, under '**Customer Forms**.'



## STEP 3


Click 'View Invoices List' to see your list of 'Open' and 'Paid in Full' invoices.



The screenshot shows a user account dashboard for "Becky Harrington Test Company". The page has a red header with "COVID-19 BUSINESS OPERATIONS - LEARN MORE" and a welcome message. A navigation menu on the left includes "My Account" with sub-items: OVERVIEW, PURCHASES, BILLING, and SETTINGS. The main content area is titled "Account Overview" and features a "Recent Invoices" table. A red circle highlights the "View Invoices List" link in the top right corner of the table. Below the table is a "My Settings" section with three tabs: Profile, Shipping, and Payment.

Invoice No.	Date	Amount	Status
#INV103923	1/17/2023	\$7.33	test only - to be voided before 1/30
#INV103922	1/17/2023	\$8.80	test only - to be voided before 1/30
#INV103921	1/17/2023	\$19.05	test only - to be voided before 1/30

**My Settings**

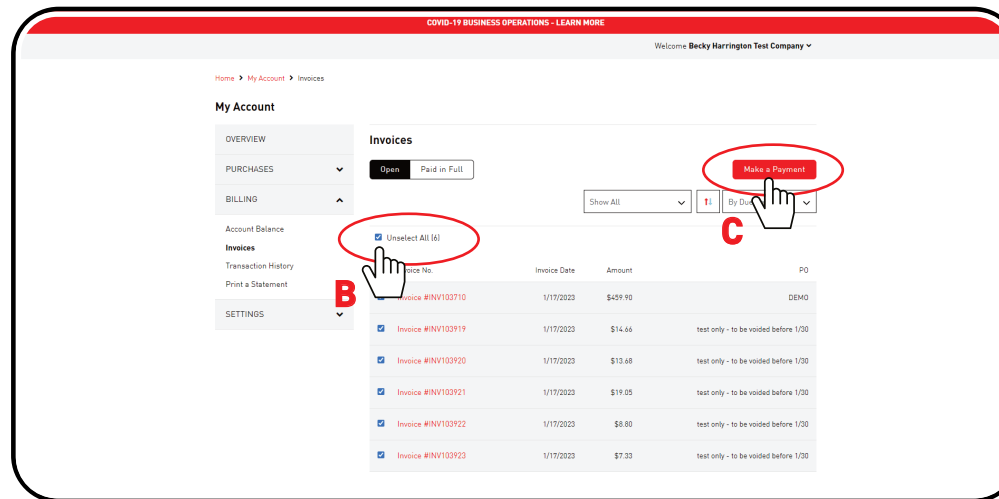
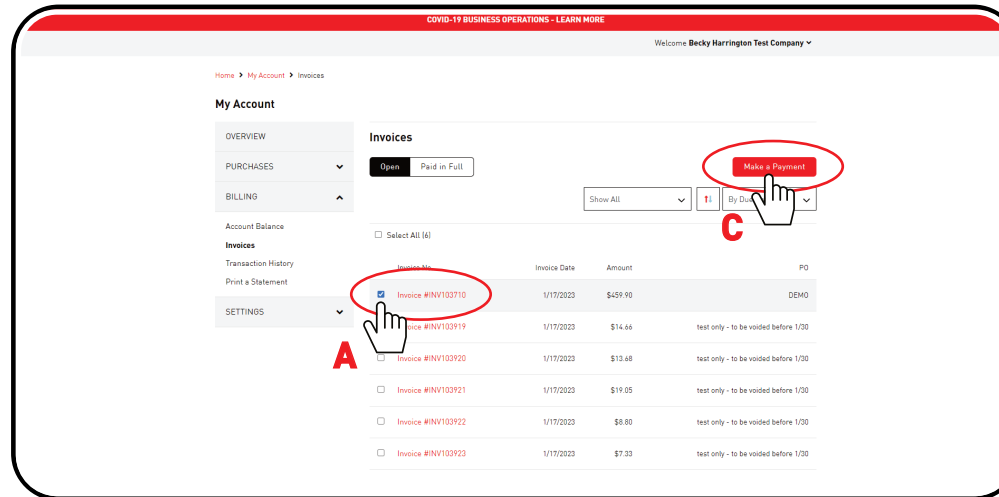
Profile	Shipping	Payment
Becky Harrington Test Company	TEST Company	

# MAKING ACCOUNT PAYMENTS ONLINE



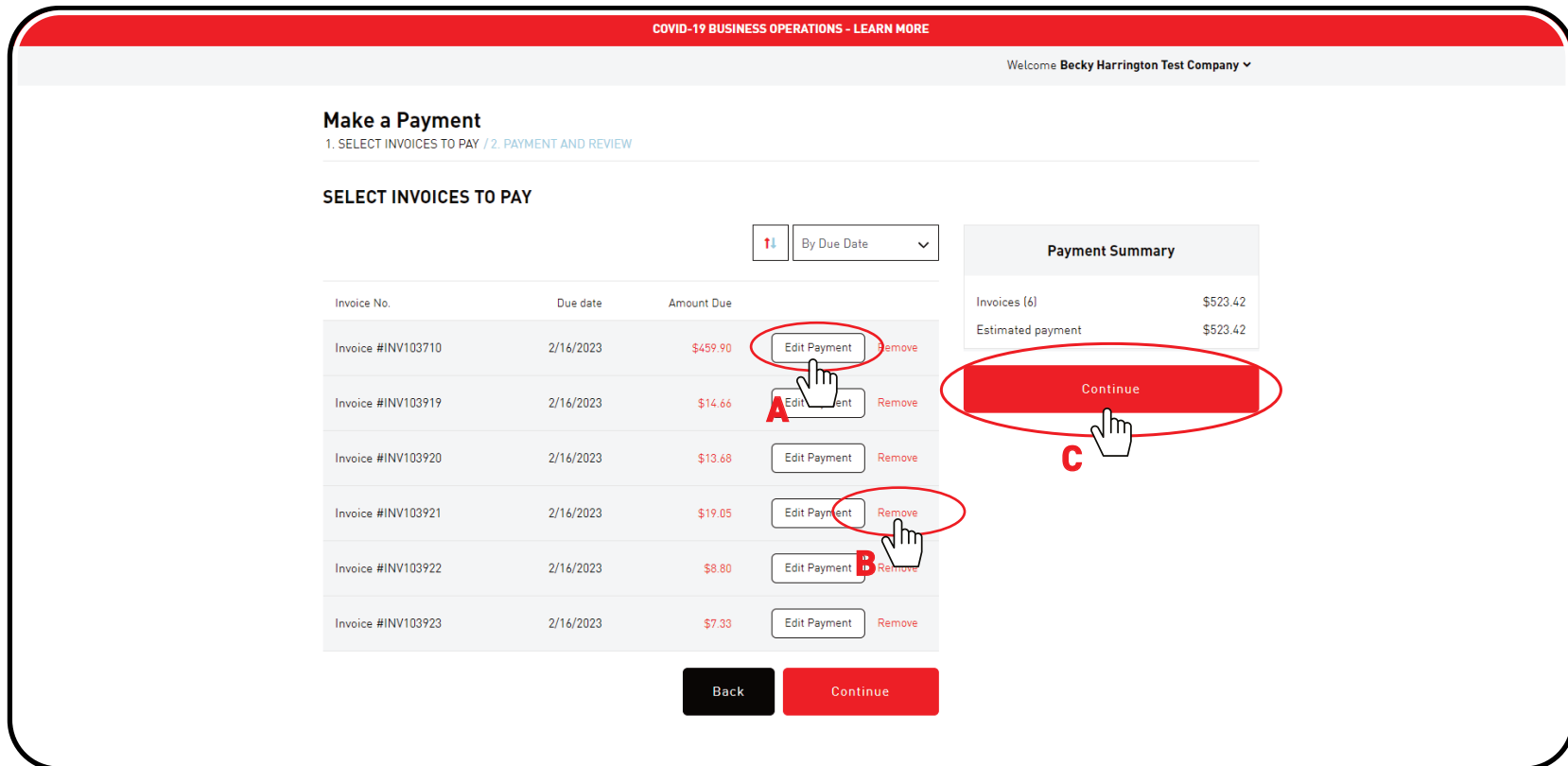
## STEP 4

Select a single or multiple open invoices (a) or click 'Select All' (b) if you would like to pay for all open invoices. A maximum of 20 invoices can be paid at a time. Click on the red 'Make a Payment' button (c) when you have made your selection(s).



## STEP 5

On this screen, you can click '**Edit Payment**' (a) if you would like to change the amount you would like to pay for an invoice. You can also click '**Remove**' (b) if you would like to delete an invoice from your selection. Click the red '**Continue**' button (c) to proceed to pay for your invoice(s).



COVID-19 BUSINESS OPERATIONS - LEARN MORE

Welcome **Becky Harrington Test Company** ▾

### Make a Payment

1. SELECT INVOICES TO PAY / 2. PAYMENT AND REVIEW

#### SELECT INVOICES TO PAY

By Due Date ▾

Invoice No.	Due date	Amount Due		
Invoice #INV103710	2/16/2023	\$459.90	Edit Payment	Remove
Invoice #INV103919	2/16/2023	\$14.66	Edit Payment	Remove
Invoice #INV103920	2/16/2023	\$13.68	Edit Payment	Remove
Invoice #INV103921	2/16/2023	\$19.05	Edit Payment	Remove
Invoice #INV103922	2/16/2023	\$8.80	Edit Payment	Remove
Invoice #INV103923	2/16/2023	\$7.33	Edit Payment	Remove

#### Payment Summary

Invoices (6)	\$523.42
Estimated payment	\$523.42

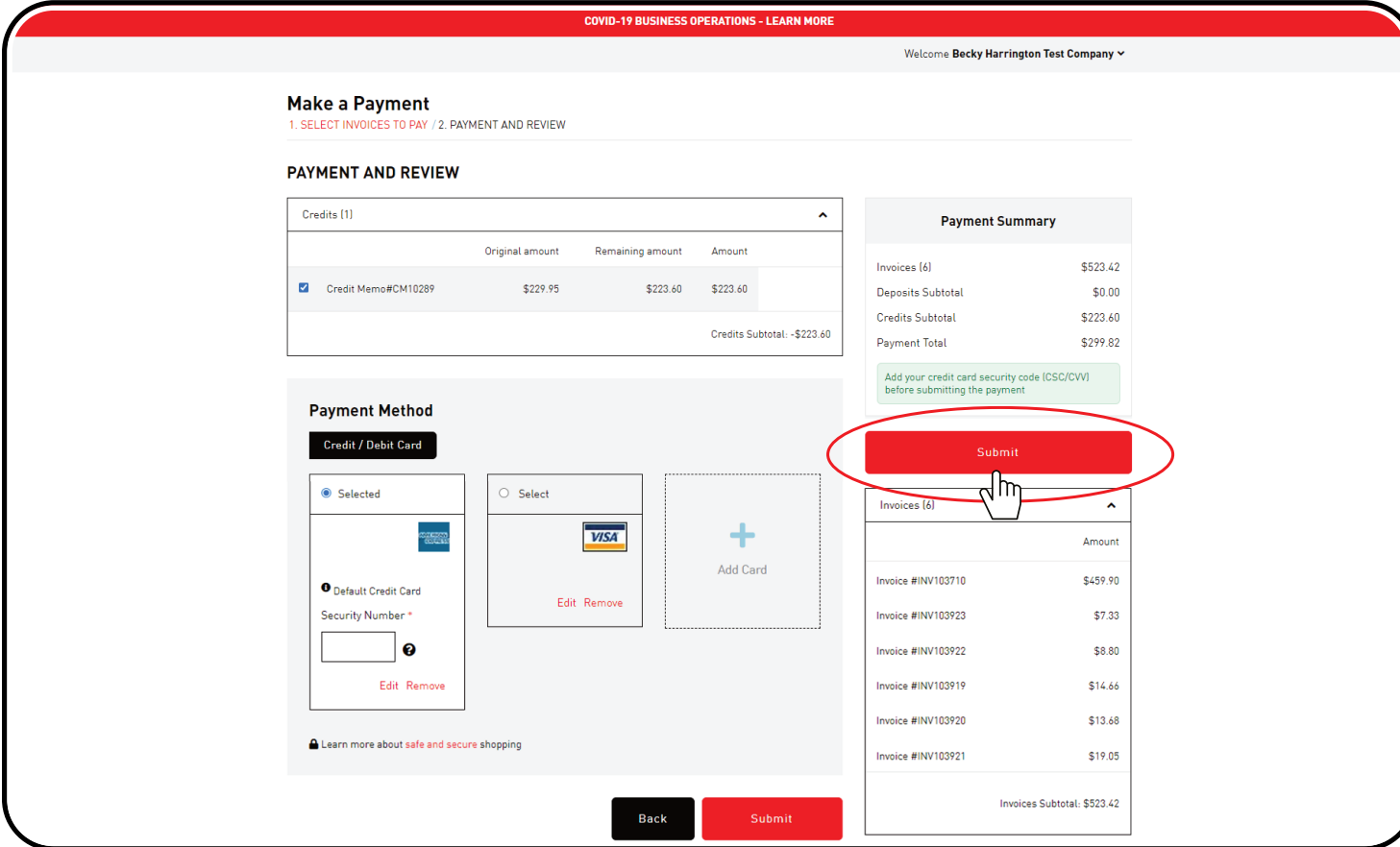
Continue

Back Continue

## STEP 6

Add, remove, or select your form of payment. Enter your security code and click '**Submit**'. If you have a credit on your account, it will appear as the default payment method. Uncheck the box if you do not wish to apply the credit to your payment.

**A note about applying credits:** If paying multiple invoices at once, the credit will auto-apply to the oldest invoice. If you need to apply to a particular invoice, it is best to pay that invoice as a single transaction. Payment receipts are visible on **Transaction History** under **Billing**.



COVID-19 BUSINESS OPERATIONS - LEARN MORE

Welcome **Becky Harrington Test Company** ▾

### Make a Payment

1. SELECT INVOICES TO PAY / 2. PAYMENT AND REVIEW

#### PAYMENT AND REVIEW

Credits (1)			
	Original amount	Remaining amount	Amount
<input checked="" type="checkbox"/> Credit Memo#CM10289	\$229.95	\$223.60	\$223.60
			Credits Subtotal: -\$223.60

Payment Summary	
Invoices (6)	\$523.42
Deposits Subtotal	\$0.00
Credits Subtotal	\$223.60
Payment Total	\$299.82

Add your credit card security code (CSC/CVV) before submitting the payment.

#### Payment Method

**Credit / Debit Card**

Selected

Select

Add Card

Default Credit Card

Security Number \*

[Edit](#) [Remove](#)

[Learn more about safe and secure shopping](#)

**Submit**

Invoices (6)	
	Amount
Invoice #INV103710	\$459.90
Invoice #INV103923	\$7.33
Invoice #INV103922	\$8.80
Invoice #INV103919	\$14.66
Invoice #INV103920	\$13.68
Invoice #INV103921	\$19.05
Invoices Subtotal: \$523.42	

[Back](#) **Submit**