

#### **STEP 1**

Go to the Devil Mountain website (**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.





#### 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 sumbit a **'Credit Application**' form. This form may be found at the **'Doing Business With Us**' tab, under **'Customer Forms**.'

English   Español			)=(	Customer Portal	Account Sign Ou	ıt
DEVIL MOUNTAIN WHOLESALE NURSERY	Shop 👻	About Devil Mountain 🗸	Doing Business with Us 🕶	Resources +	Locations Q	L
Home Your Account Your Orders						
		Orders				
	Orders	Wish Lists (6) Recently Viewed				
Orders						
Order #229					PROCESSING	i.
2 products totaling \$59.37						
order Placed 01/24/2023	LAST UPDATE 01/24/2023					
Order #225					PROCESSING	
2 products totaling \$170.07						
ORDER PLACED	LAST UPDATE					
01/23/2023	01/23/2023					
Order #220						



**STEP 3** 

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

		COVID-19 BUSINESS OPE	RATIONS - LEARN MO	RE				
		Welcome <b>Becky Harrington Test Company ~</b>						
Home > My Account								
My Account								
OVERVIEW		Account Overview						
PURCHASES	~	Recent Invoices				View Invoices List		
BILLING	~	Invoice No.		Date	Amount	Sta		
SETTINGS	•	#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			2000-200 2000-200 2000-200		



### **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).

		Welcome Becky Harrington Test Company ~						
Hanna & Machanard & S. S.								
My Account / Invoices	2							
My Account								
OVERVIEW	Invoices			$\frown$				
PURCHASES	✓ Open Paid in Full			Make a Payment				
BILLING	^	[	Show All					
Account Balance	Select All (6)			<u>C</u> /				
Invoices				•				
Print a Statement	Invoice Mo	Invoice Date	Amount	PO				
SETTINGS	V Invoice #INV103710	1/17/2023	\$459.90	DEMO				
	Oice #INV103919	1/17/2023	\$14.66	test only - to be voided before 1/30				
	A Invoice #INV103920	1/17/2023	\$13.68	test only - to be voided before 1/30				
	Invoice #INV103921	1/17/2023	\$19.05	test only - to be voided before 1/30				
	Invoice #INV103922	1/17/2023	\$8.80	test only - to be voided before 1/30				
	_	1/17/0000	<b>\$7.00</b>	test solution to be used and before 1/00				
	COVID-19 BUSINE	SS OPERATIONS - LEARN M	IORE					
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Home > My Account > Invoices	COVID-19 BUSINE	SS OPERATIONS - LEARN M	IORE	Welcome Becky Harrington Test Company ¥				
Home → MyAccount → Invoices My Account	Covid-19 BUSINE	SS OPERATIONS - LEARN M	IORE	Welcome Becky Harrington Test Company V				
Home > Hy Account > Invoices My Account overview	COVID-19 BUSINE	SS OPERATIONS - LEARN M	IORE	Welcome Becky Harrington Test Company ~				
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**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).

				Welcome becky harr	ington reaccompany •
Make a Payment	2. PAYMENT AND REVIEW				
SELECT INVOICES TO	0 PAY				
			t↓ By Due Date ✓	Payment Su	ımmary
Invoice No.	Due date	Amount Due		Invoices (6)	\$523.42
Invoice #INV103710	2/16/2023	\$459.90	Edit Payment emove	Estimated payment	\$523.42
Invoice #INV103919	2/16/2023	\$14.66	Edit ent Remove	Contin	ue
Invoice #INV103920	2/16/2023	\$13.68	Edit Payment Remove	C	)
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		
		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 menthod. 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**.

	CO	VID-19 BUSINESS (	PERATIONS - LEARN MORE			
					Welcome Becky Harrin	igton Test Company 🗸
Make a Payment 1. SELECT INVOICES TO PAY / 2. F	AYMENT AND REVIEW					
Credits (1)	v		^		Payment Sur	nmary
Credit Memo#CM10289	Original amount 4	Remaining amount \$223.60	Amount \$223.60	Invoi Depo Cred	ces (6) osits Subtotal its Subtotal	\$523.42 \$0.00 \$223.60
Payment Method			Credits Subtotal: -\$223.60	Payn Add bef	nent Total I your credit card security ore submitting the payme	\$299.82 code (CSC/CVV) nt
Credit / Debit Card	O Select				Submit	
		15A	Add Card	Invo	ce #INV103710	Amount \$459.90
Default Credit Card     Security Number*	Edit Re	move		Invoie	ce #INV103923 ce #INV103922	\$7.33 \$8.80
Edit Remove				Invoie	ce #INV103919 ce #INV103920	\$14.66 \$13.68
Learn more about safe and se	ecure shopping			Invoi	ce #INV103921	\$19.05
		Back	Submit		Invo	oices Subtotal: \$523.42