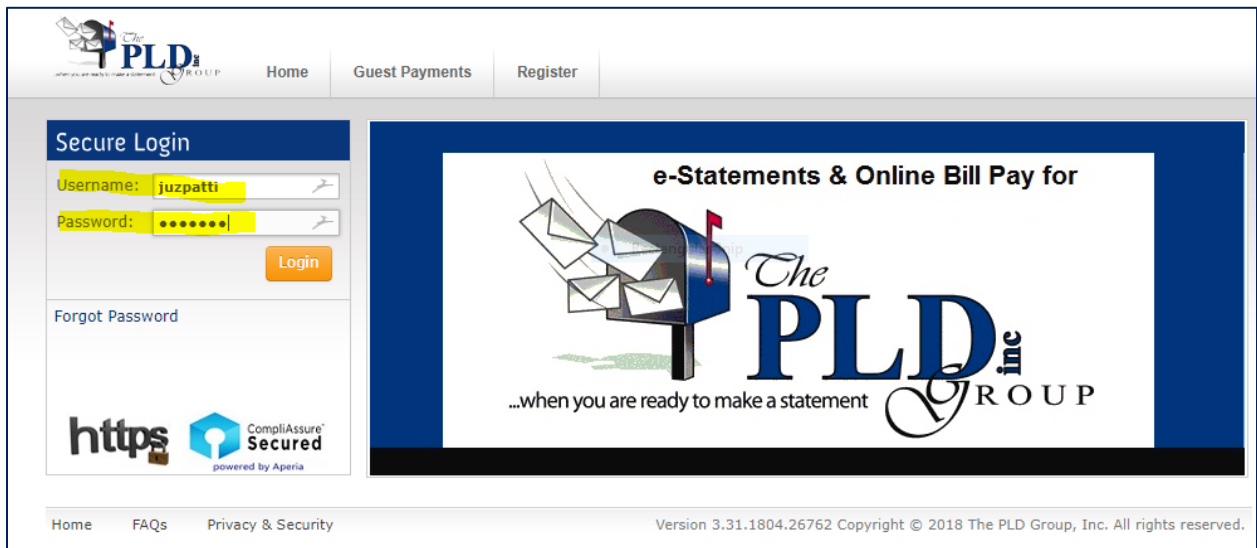


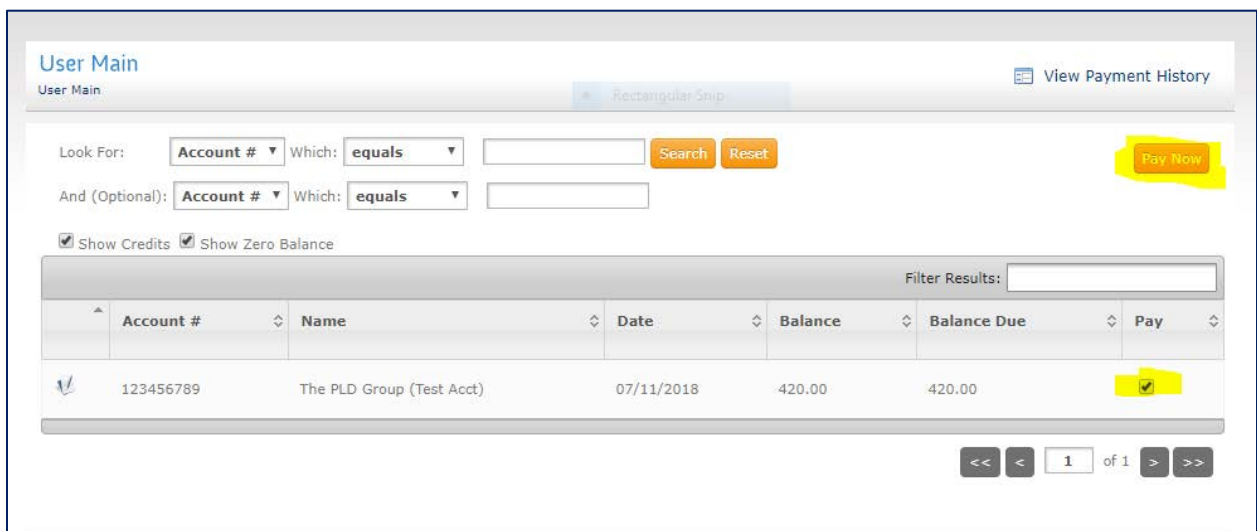
To Use The PLD Group Online Bill Payment Site

To make a payment using The PLD Group’s online bill pay, please navigate to the bill payment page:
<https://invoices.thepldgroupinc.com>



Sign in using the user name and password selected at registration. Please note user name and passwords are case sensitive.

Once successfully logged in, you will be redirected to the ‘User Main’ page with any/all open invoices:



Select the invoice you would like to pay by checking the box in the 'Pay' column. After you have selected the appropriate invoice, click the 'Pay Now' button in the upper right hand corner of the screen.

You will be redirected to the 'Payment Amount' page where you will be able to input the billing information. Mandatory fields are marked with an asterisk; payments will not be processed until these fields are completed.

The right hand side of the screen indicates requested billing information. All fields marked with an asterisk are required.

The left hand side of the screen provides the account and invoice information as well as the opportunity to customize the amount you would like to pay and leave any comment that you may desire to include with the payment.

Please ensure the information matches the account and invoice you would like to pay and that the 'Payment Amount' reflects your desired payment. If you do not wish to pay the entire invoice at this time, you may uncheck the 'Pay All' box and input a specific amount. To leave a comment, use the drop down arrow in the 'Comment' section in order to input notes.

Once information has been completed and reviewed, click the 'Next' button in the upper right hand corner of the screen. You will be redirected to the 'Summary Review' page.

The 'Summary Review' page provides the opportunity to verify all billing and payment information. Please review and confirm all information before proceeding.

The screenshot shows a 'Summary Review' page with a progress bar at the top indicating steps: Select, Amount, Summary (current), and Results. Navigation buttons for 'Cancel' and 'Previous' are in the top right. The page is divided into two main sections: document details and payment options.

Documents Table:

Account	Invoice	Description	Amount
123456789	20181750	The PLD Group (Test Acct)	\$420.00
		Fees / Discounts	\$0.00
		Payment Amount	(\$1.00)
		Credit Amount Applied	\$0.00
Balance Remaining			\$419.00

Billing Information:

Name: Patti Drinville
 Address: 31-265 Reserve Dr
 Thousand Palms, CA 92270
 Phone:
 Email: patti@thepldgroup.com

Payment Amount: Sub Total: \$1.00, Online Billpay Fee: \$0.04, Total: \$1.04

Payment Date: Pay Now, Future Payment

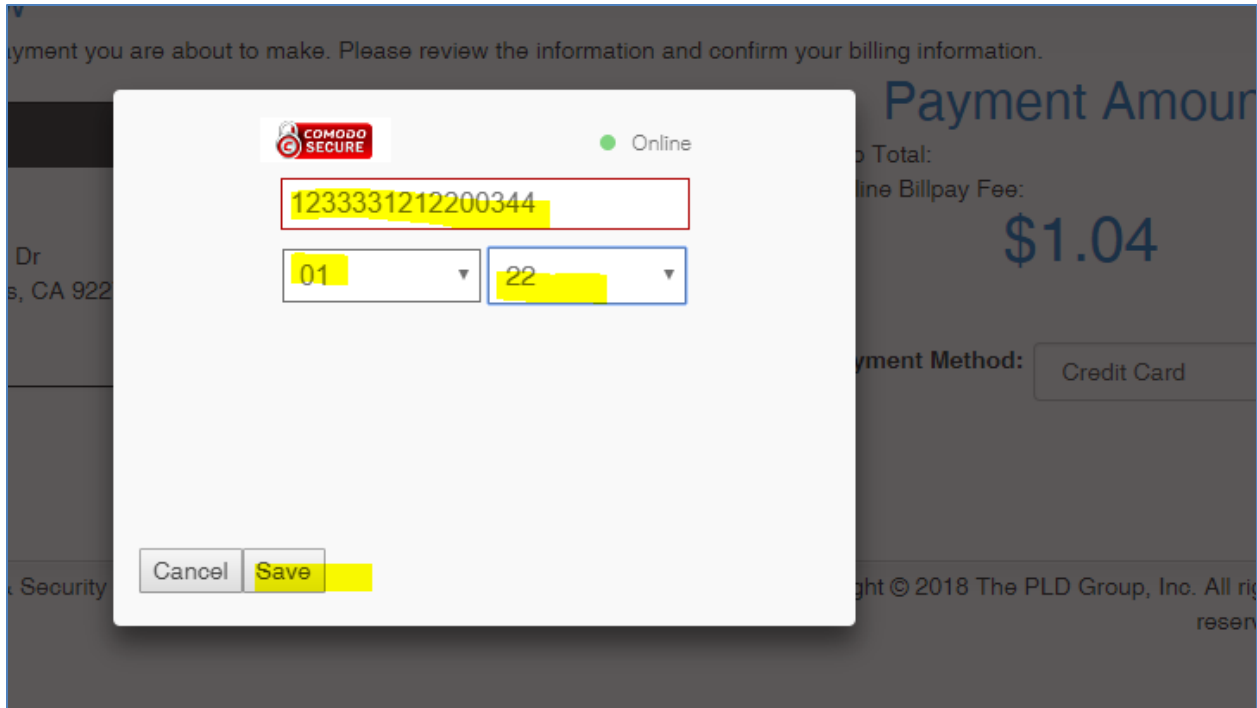
Payment Method: Credit Card

Payment Confirmation: Save Payment Information

This page provides three options for payment:

1. Payment Date. You may choose to pay now or schedule a future payment.
2. Payment Method. For our online bill pay site, we currently only accept credit cards.
3. Payment Confirmation. If you would like payment information to be saved for future use, please check the box to 'Save Payment Information'. Please note: at no time does The PLD Group have access to your credit card information.

Once the Credit Card field is selected, a secure transaction vehicle linked directly to the bank with appear in a pop up box. Please note: credit card information presented for payment will NEVER be shared with The PLD Group Inc.



Enter the credit card information as seen using the sample display above. Please note: this is not real credit card information and is being used solely for display purposes.

Select the expiration date from the drop down menus and select 'Save' at the bottom of the pop up box.

Once saved, the pop up page will close and you will be redirected back to the 'Summary Review' page. At this point, the last four numbers from your card will be displayed in the 'Payment Details' section and you will be able to confirm the payment.

Cancel
Previous

Summary Review

Below is a summary of the payment you are about to make.

Documents

Account	Invoice	Description	Amount
123456789	20181750	The PLD Group (Test Acct)	\$420.00
		Fees / Discounts	\$0.00
		Payment Amount	(\$1.00)
		Credit Amount Applied	\$0.00
		Balance Remaining	\$419.00

Billing Information

Name: Patti Drinville
Address: 31-265 Reserve Dr
 Thousand Palms, CA 92270
Phone:
Email: patti@thepldgroup.com

Payment Amount

Sub Total: \$1.00
 Online Billpay Fee: \$0.04

\$1.04

Payment Date

Pay Now
 Future Payment

Payment Method

Credit Card

Payment Details

Masked Account Number: Card ending with 0344

Payment Confirmation

Save Payment Information
 I Confirm this Payment

Pay Now

If all information is correct, check the box for 'I Confirm this Payment' and click 'Pay Now'.

Once the transaction is approved by the bank, you will be redirected to access your receipt.

New payment system receipt

User Main >> New payment system receipt Print History

Thank You for Your Payment

Payment Date: 7/15/2018 5:27 PM	Total: \$1.04	Bill To: Patti Drinville
Transaction ID: 117379665	Type: Standard Payment	Address: 31-265 Reserve Dr
Approval Number: 117379665	Method: MasterCard (Ending with 0344)	Thousand Palms, CA 92270
Reference No: FA-43-912-172758		Email: patti@thepldgroup.com
Status: Approved		
Message: APPROVED		

Account	Invoice	Description	Due	Paid
123456789	20181750	The PLD Group (Test Acct)	420.00	\$1.00
			\$420.00	\$1.00
Sub-Total			\$1.00	
Online Billpay Fee			\$0.04	
Credits Applied			(\$0.00)	
Total Paid			\$1.04	

[Return to Documents](#)

This page is your receipt. It includes your approval number and your reference number should you need to verify this payment at any point.

Print this page by selecting the 'Print' icon in the upper right hand corner. For future payments through this portal, you will also be able to select the 'History' icon to review previous payments.

After printing your receipt:

1. If you have completed all payments, log out under your name in the upper right hand side of the screen (not shown)
2. If you wish to make additional payments, select the 'Return to Documents' button in the lower left hand corner to return to the 'User Main' page

Have questions or need additional assistance? Please call Jim or Patti at (877) 210-9377