

EBizCharge Connect User Guide

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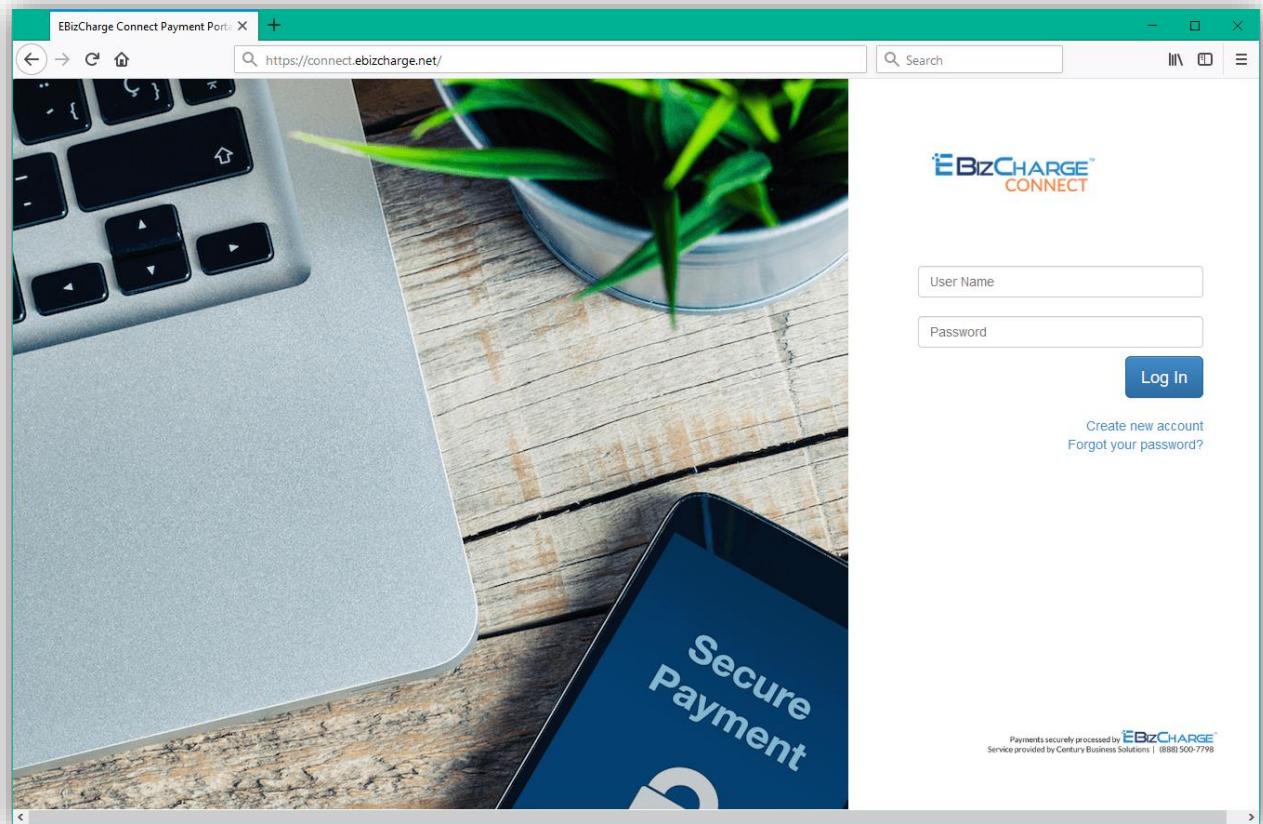
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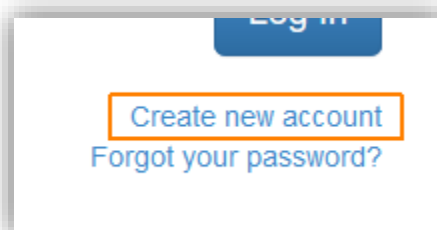
User Creation & Login

To get started in the EBizCharge Connect customer payment portal, you need a login. If you already created a login or were provided a login, you can skip this step.

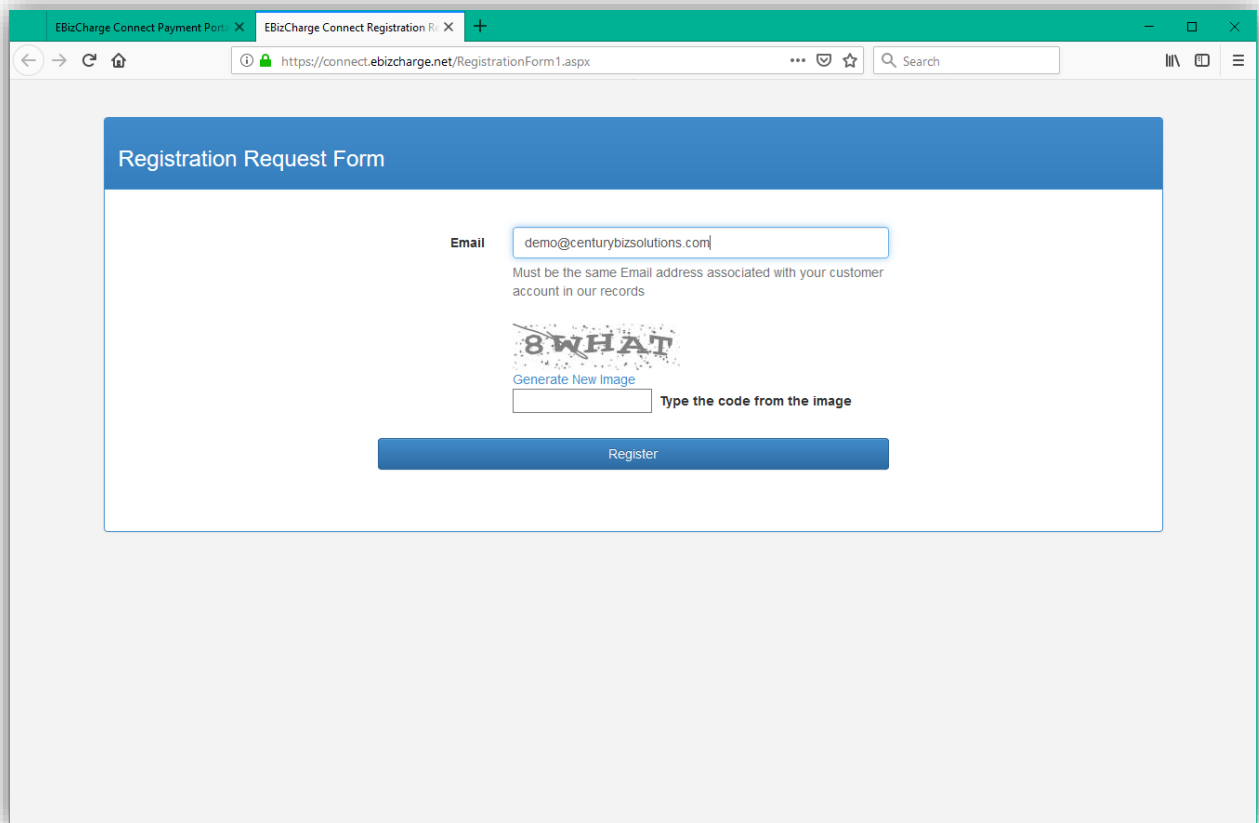
To begin, go to the merchant's EBizCharge Connect page. (The merchant is the business you are paying.) If you don't know the merchant's Connect page, you can also use the default <https://connect.ebizcharge.net/> website.



Click the Create new account link beneath the **Log In** button to create your account.



Enter in the email address your merchant has on file for your company. If you don't know the email address your merchant has on file, please contact the merchant to look up or change the email address.




The screenshot shows a web browser window with two tabs. The active tab is titled "EBizCharge Connect Registration" and displays the URL "https://connect.ebizcharge.net/RegistrationForm1.aspx". The page content is titled "Registration Request Form". It features an "Email" label next to a text input field containing "demo@centurybizsolutions.com". Below the input field, a note states: "Must be the same Email address associated with your customer account in our records". A CAPTCHA image is displayed, showing the word "8WHAT" in a stylized font. Below the CAPTCHA, there is a link "Generate New Image" and a text input field for the user to enter the code. A blue "Register" button is positioned at the bottom of the form area.

Registration Request Form

Email

Must be the same Email address associated with your customer account in our records

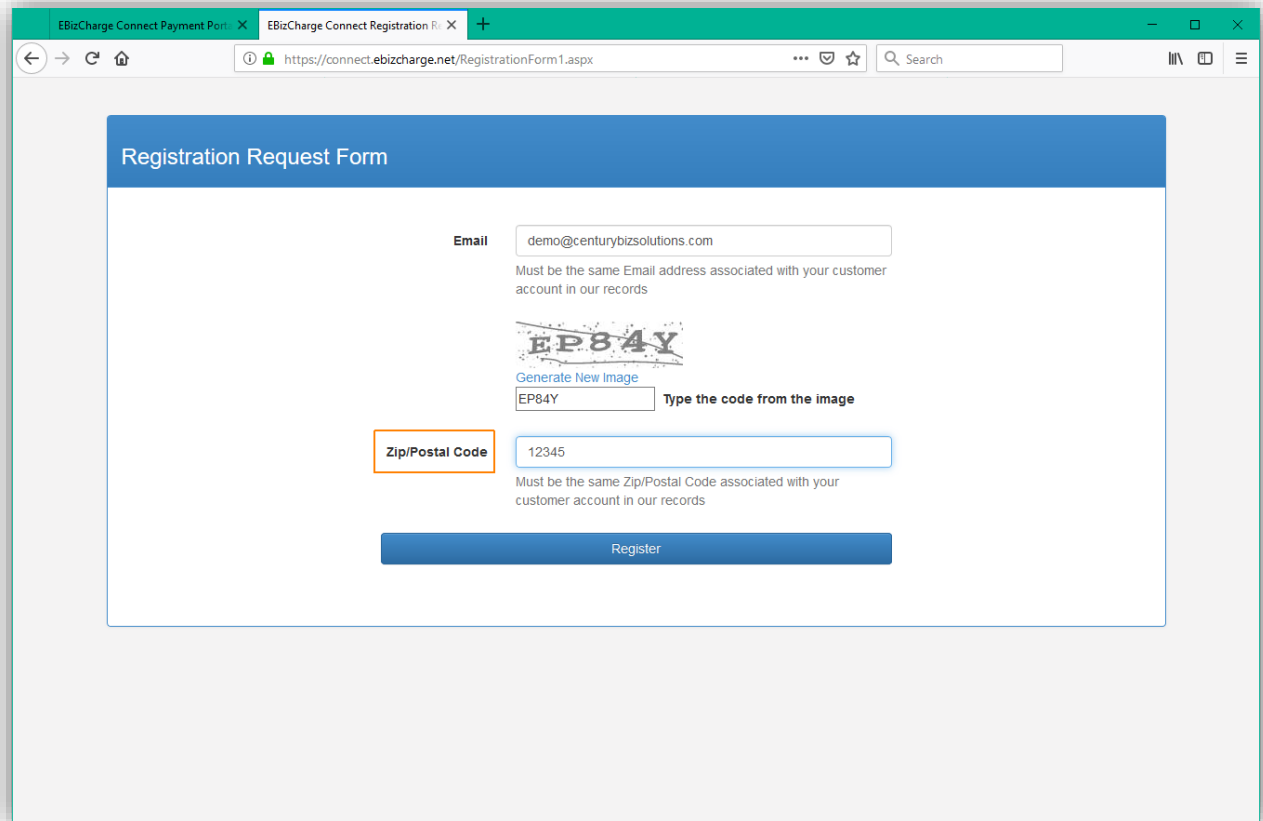


[Generate New Image](#)

Type the code from the image

After entering the email address, you'll be required to provide an additional form of authentication. This may be the zip code, company number, or cell number your merchant has on file for your company.

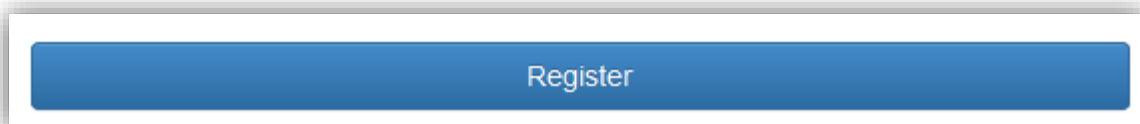
If you don't know the information required, please contact the merchant, who can look up or change the information as needed.



The screenshot shows a web browser window with two tabs: "EBiCharge Connect Payment Port" and "EBiCharge Connect Registration R". The address bar shows the URL "https://connect.ebizcharge.net/RegistrationForm1.aspx". The main content area is titled "Registration Request Form" and contains the following fields and instructions:

- Email:** A text box containing "demo@centurybizsolutions.com". Below it, a note states: "Must be the same Email address associated with your customer account in our records".
- Captcha:** A graphic showing the code "EP84Y". Below it, a link says "Generate New Image". A text box contains the code "EP84Y", followed by the instruction "Type the code from the image".
- Zip/Postal Code:** A text box containing "12345". Below it, a note states: "Must be the same Zip/Postal Code associated with your customer account in our records".
- Register Button:** A blue button labeled "Register" at the bottom of the form.

Fill out the captcha and then click **Register** to complete the registration process.



A close-up of the "Register" button, which is a blue rectangular button with the word "Register" in white text.

After registering, you should receive an email confirmation within a few minutes. Click the link in the confirmation email to set up your new account.

Welcome to EBizCharge Customer Center!

We received a request to create a new user account for you at connect.ebizcharge.net.

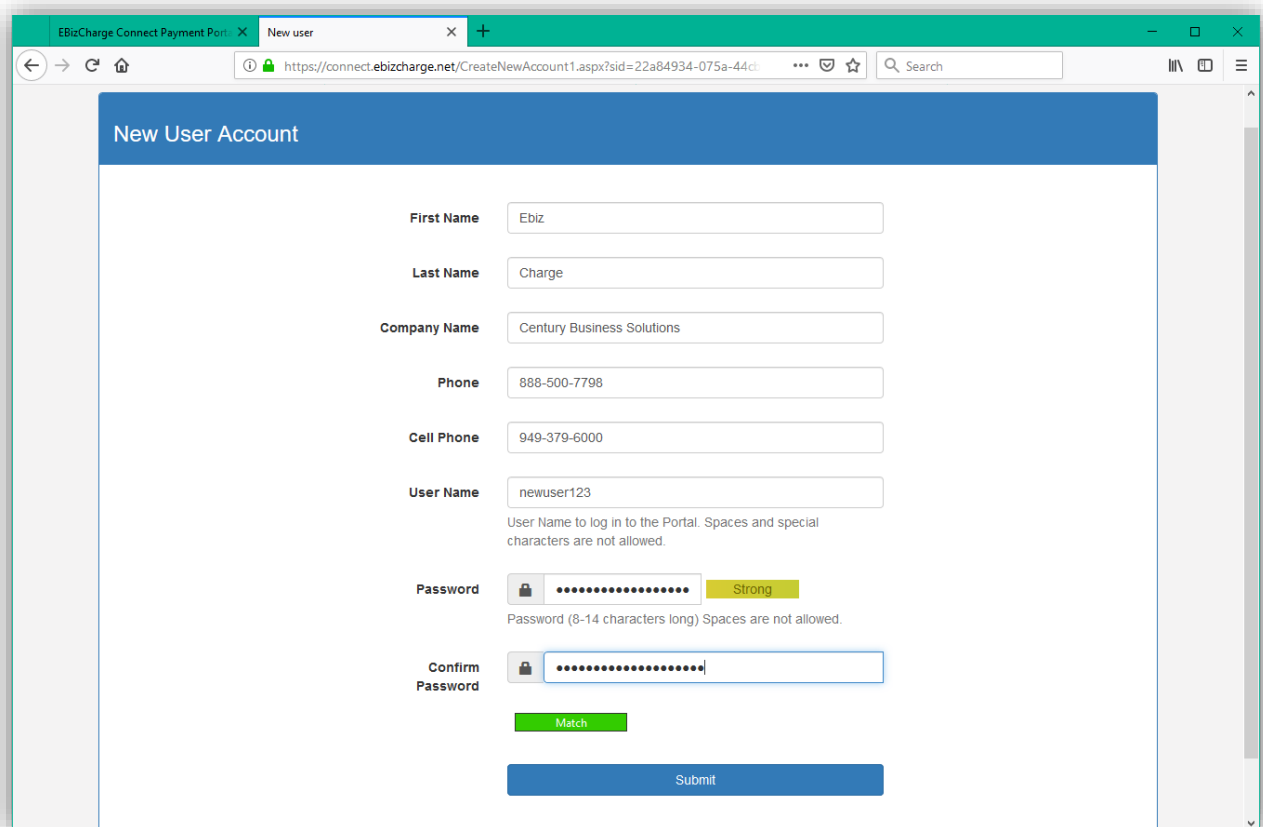
[Click here to to set your new account](#). The link will be active for one hour.

For any questions about your account, please contact your Administrator.

EBizCharge Connect is powered by [EBizCharge](#)

To set up your user account, fill in the contact information and choose a username and password.

- Your username should only contain letters and numbers. Usernames **are not** case sensitive.
- Your password can contain letters, numbers, and any special character (!@#\$), but may not contain spaces. Passwords **are** case sensitive.



The screenshot shows a web browser window with the address bar displaying <https://connect.ebizcharge.net/CreateNewAccount1.aspx?sid=22a84934-075a-44cd>. The page title is "New User Account". The form contains the following fields and labels:

- First Name:** Ebiz
- Last Name:** Charge
- Company Name:** Century Business Solutions
- Phone:** 888-500-7798
- Cell Phone:** 949-379-6000
- User Name:** newuser123

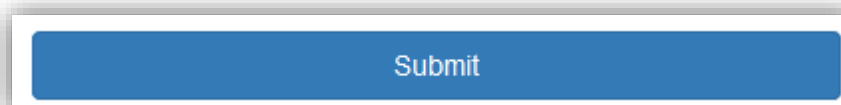
Below the User Name field, a note states: "User Name to log in to the Portal. Spaces and special characters are not allowed."

The **Password** field is masked with dots and has a strength indicator showing "Strong". Below it, a note states: "Password (8-14 characters long) Spaces are not allowed."

The **Confirm Password** field is also masked with dots. Below it, a green "Match" button indicates the passwords are identical.

A blue "Submit" button is located at the bottom of the form.

Click **Submit** to complete the registration process.

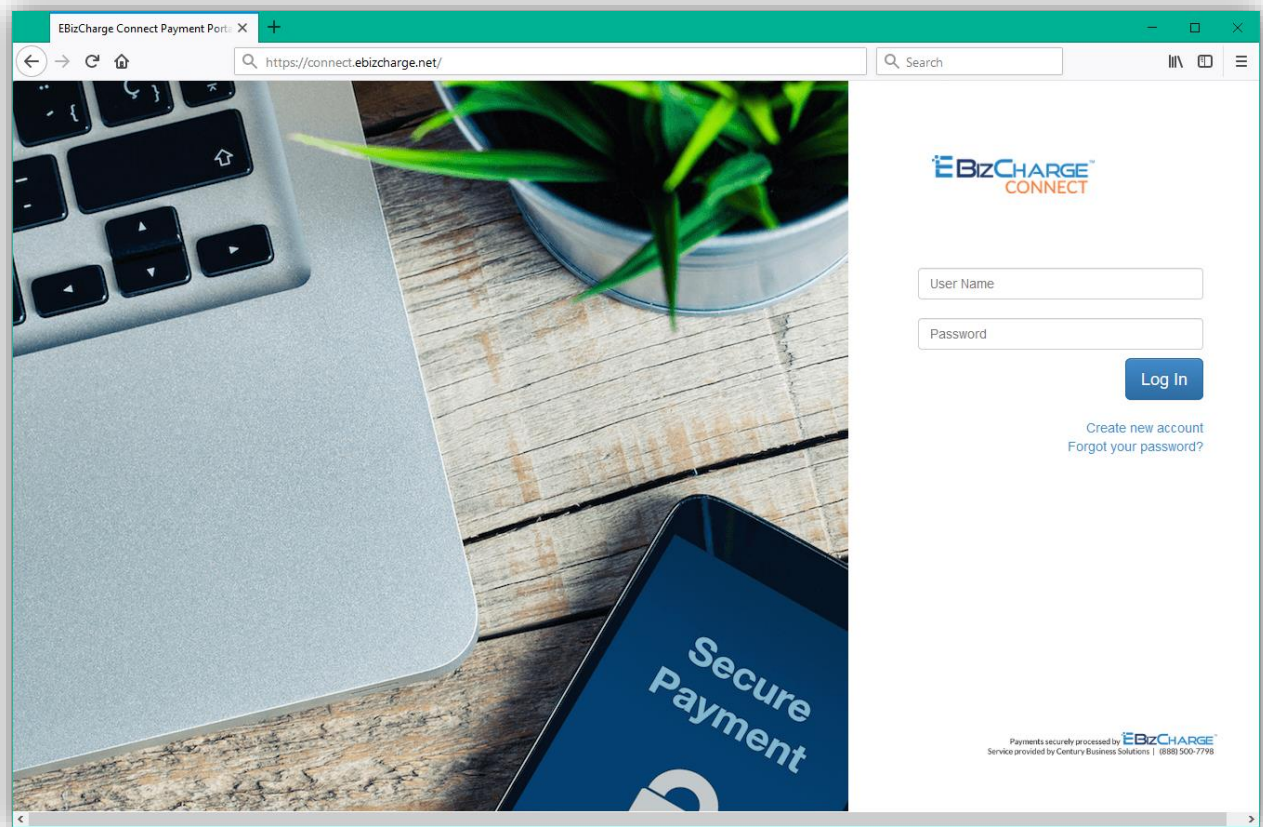


You can repeat this process as many times as needed to create separate accounts for multiple employees. Each employee will be able to log in to EBizCharge Connect with their own user account.

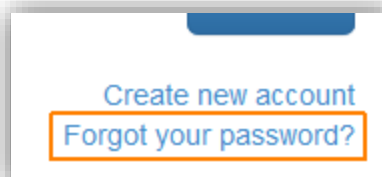
Log In to the EBizCharge Connect Payment Portal

Once you have your login for the EBizCharge Connect portal, you can navigate to the merchant's login page. If you don't know the merchant's login page, you can also use the default <https://connect.ebizcharge.net/> website.

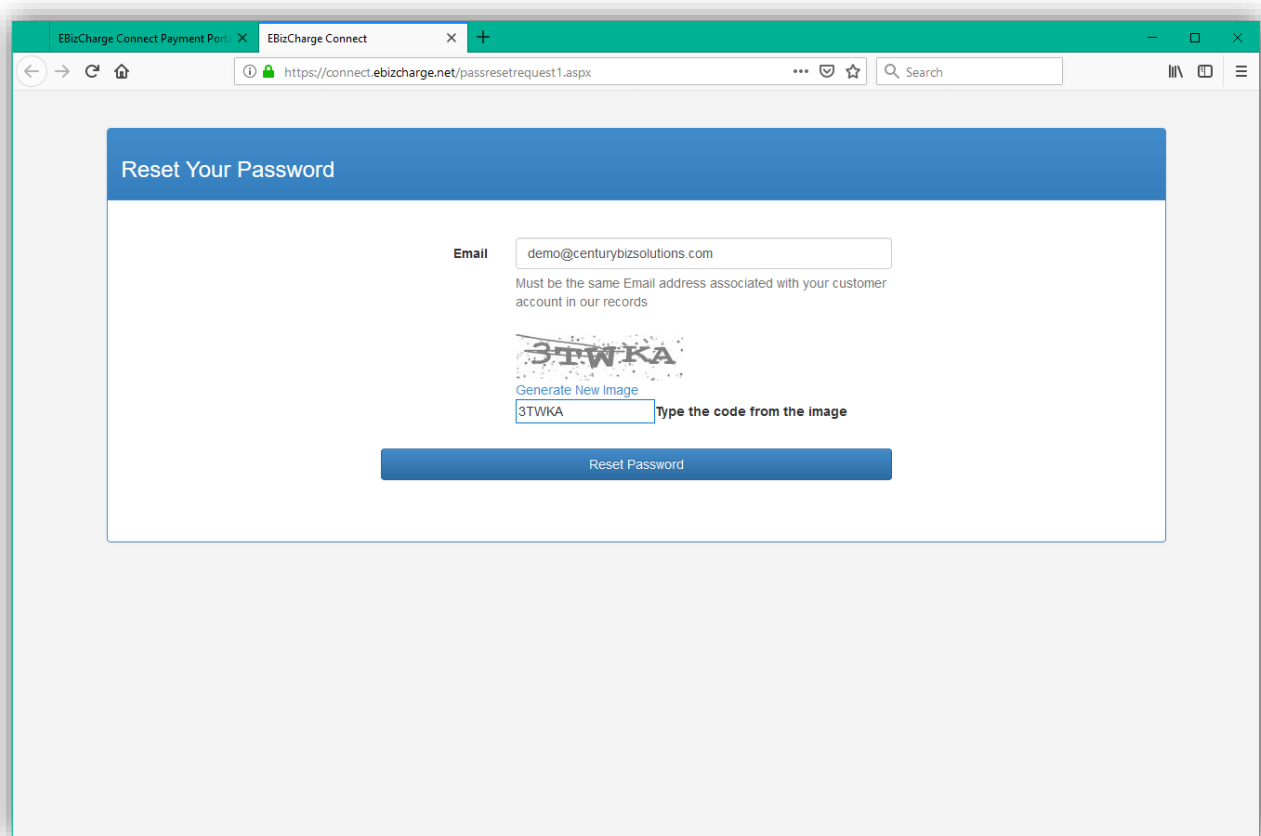
To begin, enter your username and password into the specified fields and click **Log In** to enter the Connect portal.



If you forgot your password, you can click the [Forgot your password?](#) link to initiate password recovery.



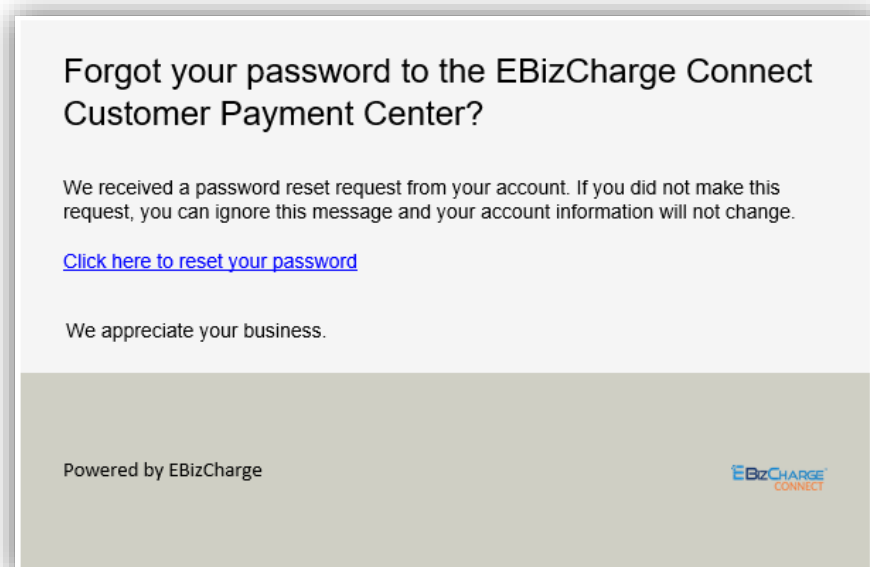
Enter your email address and the captcha and click **Reset Password** to begin password recovery.



The screenshot shows a web browser window with the address bar displaying `https://connect.ebizcharge.net/passresetrequest1.aspx`. The page title is "EBizCharge Connect". The main content area has a blue header "Reset Your Password". Below the header, there is a form with the following elements:

- Email:** A text input field containing `demo@centurybizsolutions.com`. Below it, a note states: "Must be the same Email address associated with your customer account in our records".
- Captcha:** An image showing the code "3TWKA". Below the image is a link "Generate New Image".
- Input:** A text input field containing the code "3TWKA". To its right is the instruction "type the code from the image".
- Button:** A blue button labeled "Reset Password".

You should receive an email notification to the email address entered within a few minutes.




Click the link in the confirmation email to create a new password.

- Your password can contain letters, numbers, and any special character (!@#\$), but may not contain spaces. Passwords **are** case sensitive.

Create New Password

Password




.....

Strong

Password (8-14 characters long) Spaces are not allowed.

Confirm Password



.....

Match

Submit

Using the Payment Portal

After logging in to the EBizCharge Connect portal, you will find a list of invoices ready to be paid. (Depending on how the merchant sets up the portal, some options seen here may not be visible.)

The screenshot shows the EBizCharge Connect web application. The browser address bar displays `https://connect.ebizcharge.net/CustomerMain.aspx`. The page features a blue navigation bar with links: "Select and Pay Invoices", "Make a Quick Payment", "Reports", "My Account", and "Logout". The user's session ID, `hhorowitz07`, is visible in the top right corner.

The main content area is titled "Payment Information". It is divided into two sections:

- Payment Summary:** Contains input fields for "Invoices:", "Credits:", and "Payment Amount:".
- Account Summary:** Displays calculated values:
 - Total Invoice(s) amount due: 13856.28
 - Total Credits: 0
 - Total Amount Due: 13856.28

Below these summaries, there are tabs for "Invoices", "Credits", "Pay by Credit Card", and "Pay by ACH". The "Invoices" tab is active, showing a list of invoices. Above the table, there are buttons for "Pay All" and "Clear", and an "Invoice#" search field with a "Select" button.

	<input type="checkbox"/>	Date	Due Date	Invoice#	Currency	Orig. Amount	Amount Due *	Payment	Description	PO#	CustomerId	SubCustomerId
View Invoice	<input type="checkbox"/>	1/30/2019	1/30/2019	11123	USD	2100.00	1200.00	<input type="text"/>			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	11/27/2018	11/27/2018	180181econ		12345.00	10345.00	<input type="text"/>			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	1/24/2019	1/24/2019	180269econ		256.28	206.28	<input type="text"/>			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	1/24/2019	1/24/2019	180272econ		100.00	100.00	<input type="text"/>			Harrison	

Make a Payment

To make a payment, simply select the invoice or invoices you want to pay using the check box. The payment amount will prefill for you.

connect.ebizcharge.net/CustomerMain.aspx

https://connect.ebizcharge.net/CustomerMain.aspx

Search

Payment Summary

Invoices: 10945.00

Credits:

Payment Amount: 10945.00

Account Summary

Total Invoice(s) amount due: 13856.28

Total Credits: 0

Total Amount Due: 13856.28

Invoices

Credits

Pay by Credit Card

Pay by ACH

Pay All

Clear

Invoice#:

Select

	<input type="checkbox"/>	Date	Due Date	Invoice#	Currency	Orig. Amount	Amount Due *	Payment	Description	PO#	CustomerId	SubCustomerId
View Invoice	<input type="checkbox"/>	1/30/2019	1/30/2019	11123	USD	2100.00	1200.00	<input type="text"/>			Harrison Horowitz	
View Invoice	<input checked="" type="checkbox"/>	11/27/2018	11/27/2018	180181econ		12345.00	10345.00	10,345.00			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	1/24/2019	1/24/2019	180269econ		256.28	206.28	<input type="text"/>			Harrison Horowitz	
View Invoice	<input checked="" type="checkbox"/>	1/24/2019	1/24/2019	180272econ		100.00	100.00	100.00			Harrison Horowitz	
View Invoice	<input checked="" type="checkbox"/>	1/30/2019	1/30/2019	196321	USD	1000.00	500.00	500.00			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	1/23/2019	1/23/2019	263Tim		75.00	75.00	<input type="text"/>			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	1/30/2019	1/30/2019	4523	USD	1300.00	1200.00	<input type="text"/>			Harrison Horowitz	

If the option is enabled, you can change the amount you want to pay for each selected invoice. For example, instead of paying the full \$10,345 listed above, you can choose to pay \$5,000 instead.

The screenshot shows the 'connect.ebizcharge.net/CustomerMain.aspx' web application. At the top, there are two summary sections: 'Payment Summary' and 'Account Summary'. The 'Payment Summary' section shows 'Invoices: 5600.00', 'Credits: 0', and 'Payment Amount: 5600.00'. The 'Account Summary' section shows 'Total Invoice(s) amount due: 13856.28', 'Total Credits: 0', and 'Total Amount Due: 13856.28'. Below these are tabs for 'Invoices', 'Credits', 'Pay by Credit Card', and 'Pay by ACH'. The 'Invoices' tab is active, showing a table of invoices. The table has columns for 'View Invoice', 'Date', 'Due Date', 'Invoice#', 'Currency', 'Orig. Amount', 'Amount Due', 'Payment', 'Description', 'PO#', 'CustomerId', and 'SubCustomerId'. The invoice 180181econ is selected, and its 'Payment' field is set to 5,000.00. Below the table are buttons for 'Pay All', 'Clear', and an 'Invoice#' field with a 'Select' button.

	<input type="checkbox"/>	Date	Due Date	Invoice#	Currency	Orig. Amount	Amount Due *	Payment	Description	PO#	CustomerId	SubCustomerId
View Invoice	<input type="checkbox"/>	1/30/2019	1/30/2019	11123	USD	2100.00	1200.00				Harrison Horowitz	
View Invoice	<input checked="" type="checkbox"/>	11/27/2018	11/27/2018	180181econ		12345.00	10345.00	5,000.00			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	1/24/2019	1/24/2019	180269econ		256.28	206.28				Harrison Horowitz	
View Invoice	<input checked="" type="checkbox"/>	1/24/2019	1/24/2019	180272econ		100.00	100.00	100.00			Harrison Horowitz	
View Invoice	<input checked="" type="checkbox"/>	1/30/2019	1/30/2019	196321	USD	1000.00	500.00	500.00			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	1/23/2019	1/23/2019	263Tim		75.00	75.00				Harrison Horowitz	
View Invoice	<input type="checkbox"/>	1/30/2019	1/30/2019	4523	USD	1300.00	1200.00				Harrison Horowitz	

A running total will be provided in the Payment Summary section.

The screenshot shows the 'Payment Summary' section of the web application. It displays a running total for 'Invoices: 5600.00', 'Credits: 0', and 'Payment Amount: 5600.00'.

You can also click the **Pay All** or **Check All** button to select all invoices.

connect.ebizcharge.net/CustomerMain.aspx

https://connect.ebizcharge.net/CustomerMain.aspx

Search

Payment Summary

Invoices: 13856.28

Credits:

Payment Amount: 13856.28

Account Summary

Total Invoice(s) amount due: 13856.28

Total Credits: 0

Total Amount Due: 13856.28

Invoices

Credits

Pay by Credit Card

Pay by ACH

Pay All

Clear

Invoice#:

Select

	<input type="checkbox"/>	Date	Due Date	Invoice#	Currency	Orig. Amount	Amount Due *	Payment	Description	PO#	CustomerId	SubCustomerId
View Invoice	<input type="checkbox"/>	1/30/2019	1/30/2019	11123	USD	2100.00	1200.00	1,200.00			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	11/27/2018	11/27/2018	180181econ		12345.00	10345.00	10,345.00			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	1/24/2019	1/24/2019	180269econ		256.28	206.28	206.28			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	1/24/2019	1/24/2019	180272econ		100.00	100.00	100.00			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	1/30/2019	1/30/2019	196321	USD	1000.00	500.00	500.00			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	1/23/2019	1/23/2019	263Tim		75.00	75.00	75.00			Harrison Horowitz	
View Invoice	<input type="checkbox"/>	1/30/2019	1/30/2019	4523	USD	1300.00	1200.00	1,200.00			Harrison Horowitz	

If the option is enabled and you want to view the contents of an invoice, click the View Invoice link on the left-hand side of the invoice list.

Invoices

Credits

Pay by Credit Card

Pay by ACH

Pay All

Clear

	<input type="checkbox"/>	Date	Due Date	Invoice#	Currency	Orig. Amount
View Invoice	<input type="checkbox"/>	1/30/2019	1/30/2019	11123	USD	2100.00
View Invoice	<input type="checkbox"/>	11/27/2018	11/27/2018	180181econ		12345.00
View Invoice	<input type="checkbox"/>	1/24/2019	1/24/2019	180269econ		256.28
View Invoice	<input checked="" type="checkbox"/>	1/24/2019	1/24/2019	180272econ		100.00
View Invoice	<input type="checkbox"/>	1/30/2019	1/30/2019	196321	USD	1000.00
View Invoice	<input type="checkbox"/>	1/23/2019	1/23/2019	263Tim		75.00

If the option is enabled and you have credits available, you can go to the Credits tab to apply any negative balances to your invoice total to reduce your payment requirement. Select credits in the same way you selected invoices.

Invoices	Credits	Pay by Credit Card	Pay by ACH
Select All	Unselect All		
<input type="checkbox"/>	Date	Ref #	Currency
No records to display.			

Once your invoices and credits have been selected, go to the Pay by Credit Card or Pay by ACH tab (if enabled) to pay.

The screenshot shows a web browser window with the URL <https://connect.ebizcharge.net/CustomerMain.aspx>. The page is divided into two main sections: "Payment Summary" and "Account Summary".

Payment Summary:

Invoices:	100.00
Credits:	
Payment Amount:	100.00

Account Summary:

Total Invoice(s) amount due:	13856.28
Total Credits:	0
Total Amount Due:	13856.28

Below the summaries, there are tabs for "Invoices", "Credits", "Pay by Credit Card", and "Pay by ACH". The "Pay by Credit Card" tab is selected. Under this tab, there are links for "New Credit Card" and "Saved Credit Cards".

Credit Card Information:

Total Amount: 103.00 Includes 3% Card Fee

Name as on Card:

Card Billing Address:

Card Billing Zip Code:

Card Number:

Card Expiration:

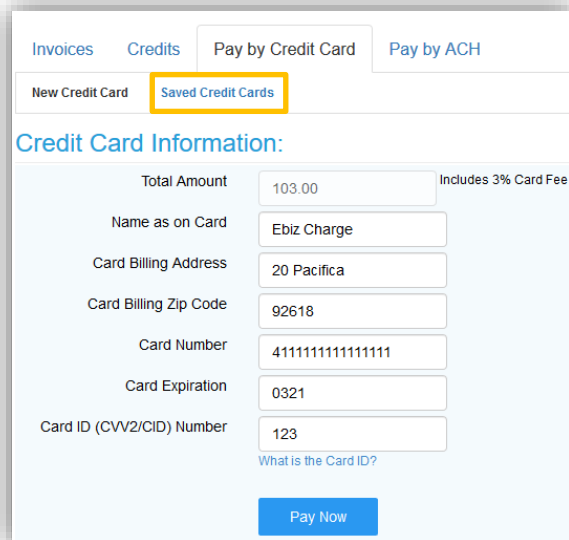
Card ID (CVV2/CiD) Number:

What is the Card ID?

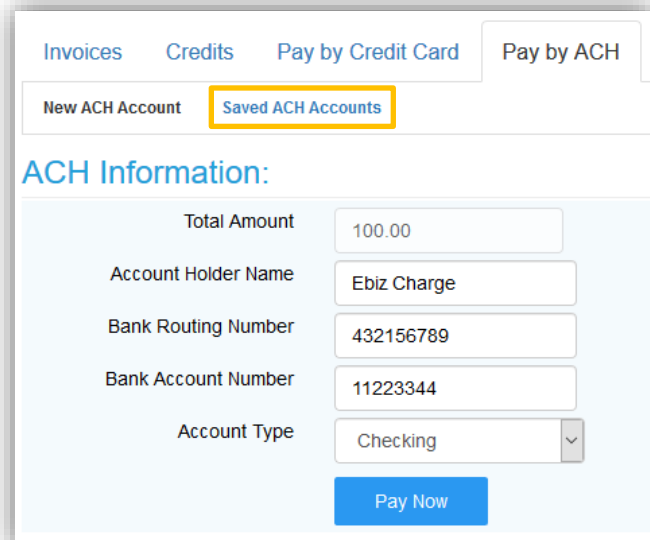
If included, a surcharge or convenience fee will be calculated and added to your total at this point.

Enter in your credit card or ACH information.

If you have a saved credit card or ACH account on file, go to the [Saved Credit Cards](#) or [Saved ACH Accounts](#) tab.

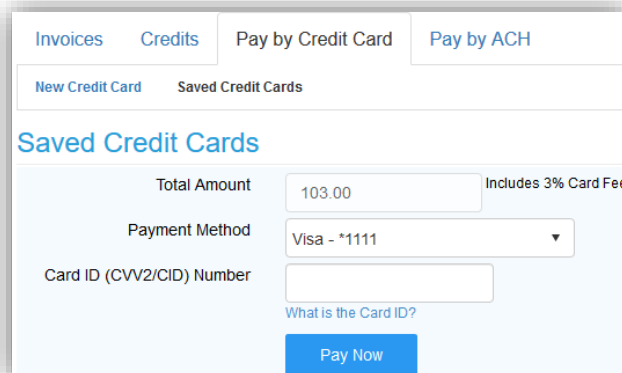


This screenshot shows the 'Credit Card Information' form. At the top, there are tabs for 'Invoices', 'Credits', 'Pay by Credit Card', and 'Pay by ACH'. Under the 'Pay by Credit Card' tab, there are two sub-tabs: 'New Credit Card' and 'Saved Credit Cards'. The 'Saved Credit Cards' tab is highlighted with a yellow box. The form fields include: 'Total Amount' (103.00), 'Includes 3% Card Fee' (checkbox), 'Name as on Card' (Ebiz Charge), 'Card Billing Address' (20 Pacifica), 'Card Billing Zip Code' (92618), 'Card Number' (4111111111111111), 'Card Expiration' (0321), and 'Card ID (CV2/CID) Number' (123). A 'Pay Now' button is at the bottom.

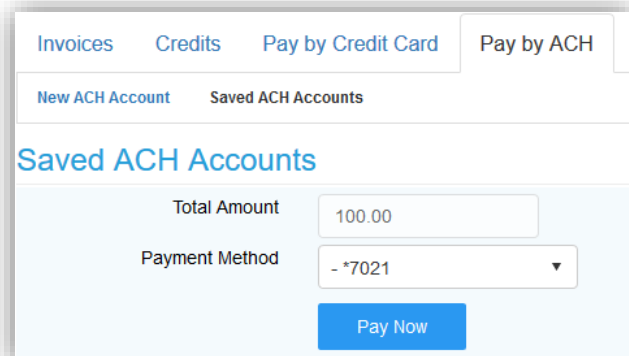


This screenshot shows the 'ACH Information' form. At the top, there are tabs for 'Invoices', 'Credits', 'Pay by Credit Card', and 'Pay by ACH'. Under the 'Pay by ACH' tab, there are two sub-tabs: 'New ACH Account' and 'Saved ACH Accounts'. The 'Saved ACH Accounts' tab is highlighted with a yellow box. The form fields include: 'Total Amount' (100.00), 'Account Holder Name' (Ebiz Charge), 'Bank Routing Number' (432156789), 'Bank Account Number' (11223344), and 'Account Type' (Checking). A 'Pay Now' button is at the bottom.

Select which card or account you want to use from the dropdown menu.



This screenshot shows the 'Saved Credit Cards' form. The 'Total Amount' is 103.00. The 'Payment Method' dropdown menu is open, showing 'Visa - *1111'. The 'Card ID (CV2/CID) Number' field is empty. A 'Pay Now' button is at the bottom.

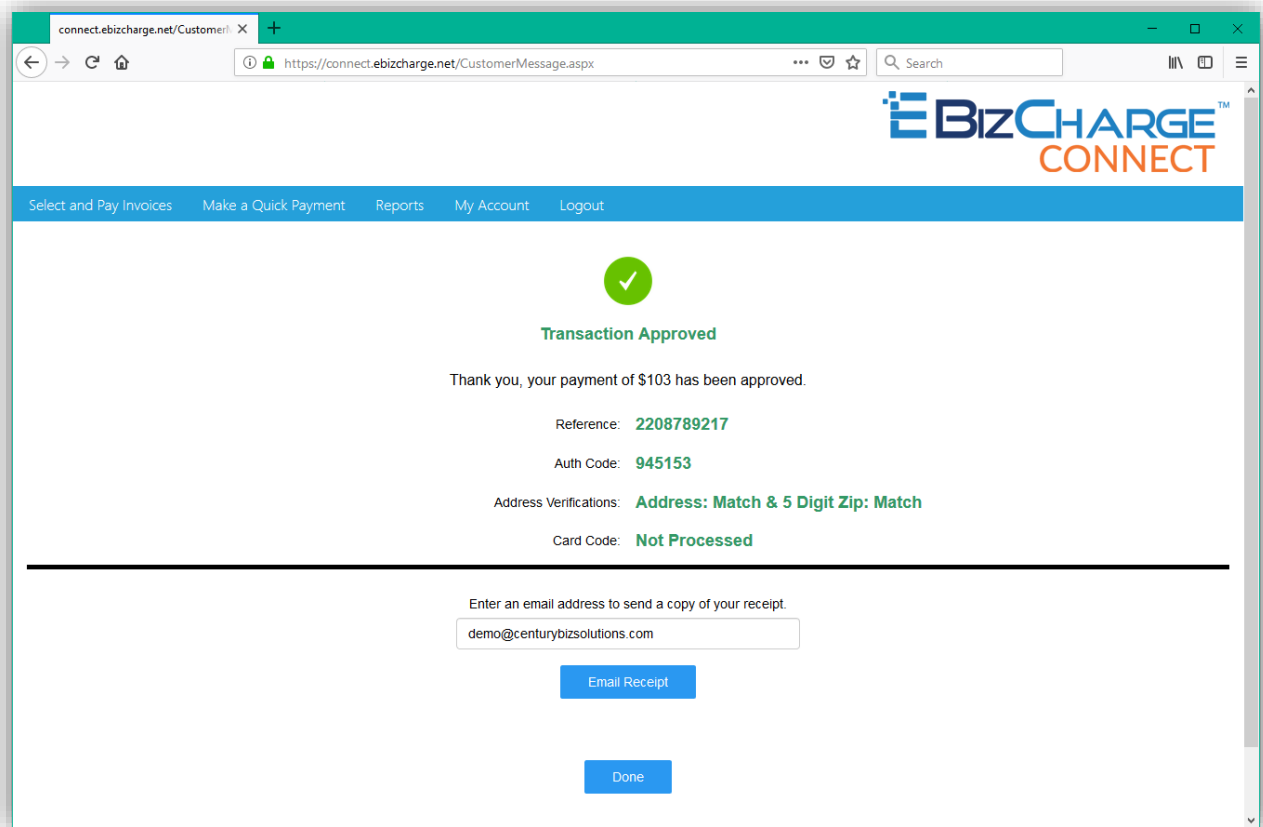


This screenshot shows the 'Saved ACH Accounts' form. The 'Total Amount' is 100.00. The 'Payment Method' dropdown menu is open, showing '- *7021'. A 'Pay Now' button is at the bottom.

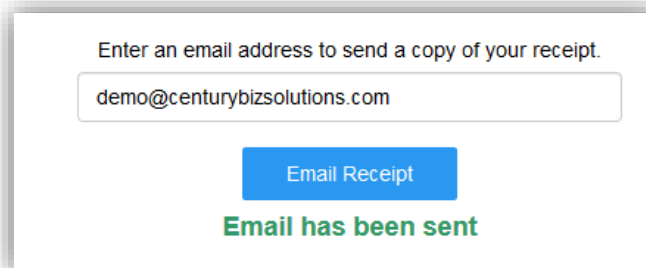
Click **Pay Now** to complete the transaction.

Pay Now

If the transaction is successful, you'll be taken to the approval page.



You can email yourself a copy of the transaction receipt by entering an email address into the specified field and clicking **Email Receipt**.



If, for any reason, the transaction cannot be completed, a warning will be presented on the payment page. Please correct the issue and try again.

[Invoices](#) [Credits](#) [Pay by Credit Card](#) [Pay by ACH](#)

[New Credit Card](#) [Saved Credit Cards](#)

Credit Card Information:

Total Amount	1236.00	Includes 3% Card Fee
Name as on Card	Ebiz Charge	
Card Billing Address	20 Pacifica	
Card Billing Zip Code	92618	
Card Number	4211111111111111	
Card Expiration	0321	
Card ID (CVV2/CID) Number	123	

[What is the Card ID?](#)

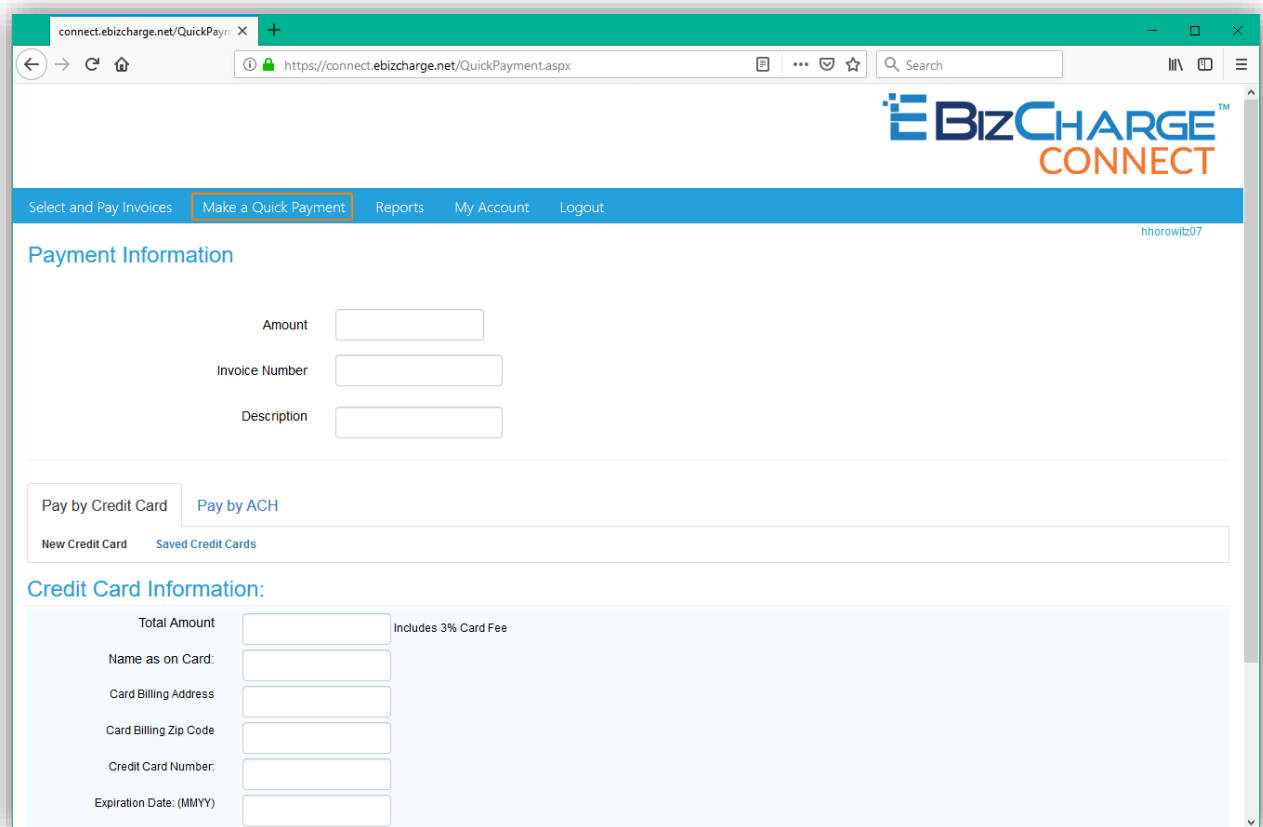
Invalid Card Number (3)

Pay Now

Quick Payment

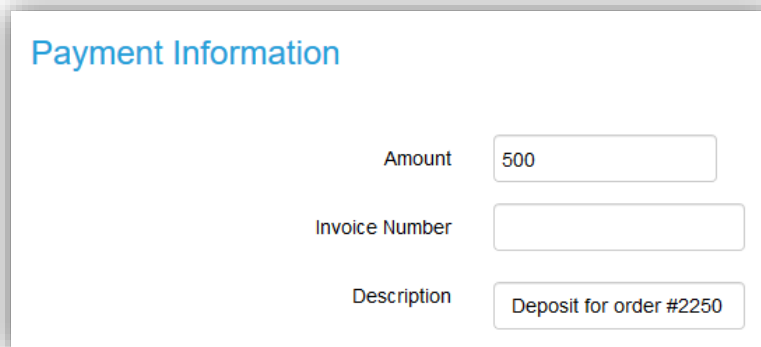
Quick Payment, if enabled, will allow you to make a payment that's not linked to a specific invoice. This function may be useful for a prepayment or down payment.

Go to the [Make a Quick Payment](#) tab near the top.



The screenshot shows a web browser window with the URL <https://connect.ebizcharge.net/QuickPayment.aspx>. The page header includes the BizCharge Connect logo and a navigation bar with tabs: "Select and Pay Invoices", "Make a Quick Payment" (highlighted with an orange border), "Reports", "My Account", and "Logout". The user's name "hhorowitz07" is visible in the top right. The main section is titled "Payment Information" and contains three input fields: "Amount", "Invoice Number", and "Description". Below these fields are two tabs: "Pay by Credit Card" (selected) and "Pay by ACH". Under the "Pay by Credit Card" tab, there are links for "New Credit Card" and "Saved Credit Cards". The "Credit Card Information" section includes a light blue background with several input fields: "Total Amount" (with a note "Includes 3% Card Fee"), "Name as on Card:", "Card Billing Address", "Card Billing Zip Code", "Credit Card Number:", and "Expiration Date: (MMYY)".

Enter in the dollar amount and a brief description of the payment. (The invoice number is optional.)



This close-up shows the "Payment Information" form with the following data entered:

Payment Information	
Amount	500
Invoice Number	
Description	Deposit for order #2250

Enter in your payment information or select a saved payment method, then click **Pay Now**.

Pay by Credit Card

Pay by ACH

New Credit Card

Saved Credit Cards

Saved Credit Cards

Total Amount

515.00

Includes 3% Card Fee

Payment Method

Visa - *1111

Card ID (CVV2/CID) Number

123

[What is the Card ID?](#)

Pay Now

If the transaction is successful, you'll be taken to the approval page.

connect.ebizcharge.net/Customer/ X

https://connect.ebizcharge.net/CustomerMessage.aspx

Select and Pay Invoices Make a Quick Payment Reports My Account Logout

Transaction Approved

Thank you, your payment of \$515 has been approved.

Reference:

2208805295

Auth Code:

945210

Address Verifications:

Address: Match & 5 Digit Zip: Match

Card Code:

Not Processed

Enter an email address to send a copy of your receipt.

demo@centurybizsolutions.com

Email Receipt

Done

You can email yourself a copy of the transaction receipt by entering an email address into the specified field and clicking **Email Receipt**.

Enter an email address to send a copy of your receipt.

demo@centurybizsolutions.com

Email Receipt

Email has been sent

If, for any reason, the transaction cannot be completed, a warning will be presented on the payment page. Please correct the issue and try again.

Pay by Credit Card Pay by ACH

New Credit Card Saved Credit Cards

Credit Card Information:

Total Amount	515.00	Includes 3% Card Fee
Name as on Card:	Ebiz Charge	
Card Billing Address	20 Pacifica	
Card Billing Zip Code	92618	
Credit Card Number:	4211111111111111	
Expiration Date: (MMYY)	0321	
Card ID (CVV2/CID) Number	123	

Invalid Card Number (3)

Pay Now

View Reports

You can view two reports: Payment History and Invoice List.

Payment History

Payment History shows you all payments made on the EBizCharge Connect payment portal. Payment History **does not** include any payments made outside of Connect but **does** include payments made by all users associated with your account.

The screenshot shows a web browser window with the URL <https://connect.ebizcharge.net/PaymentHistory.aspx>. The page features the EBizCharge Connect logo and a navigation bar with links: Select and Pay Invoices, Make a Quick Payment, Reports, My Account, and Logout. The main heading is "Payment History". Below this, there are date filters: "From Date" set to 1/24/2019 and "To Date" set to 1/24/2019, with a "Refresh" button. A table of payment history is displayed below the filters, showing columns for CustomerId, SubCustomerId, Invoice#, Invoice Date, InvoiceDueDate, PO#, InvoiceAmount, PaidAmount, and Trans. The table contains 10 rows of data for Harrison Horowitz, with invoice numbers ranging from 180272econ to 180238econ and dates from 1/24/2019 back to 12/28/2018.

CustomerId	SubCustomerId	Invoice#	Invoice Date	InvoiceDueDate	PO#	InvoiceAmount	PaidAmount	Trans
Harrison Horowitz							500.00	2208
Harrison Horowitz		180272econ	1/24/2019	1/24/2019		100.00	100.00	2208
Harrison Horowitz		180270econ	1/24/2019	1/24/2019		100.00	3.00	2208
Harrison Horowitz		180270econ	1/24/2019	1/24/2019		420.00	420.00	2208
Harrison Horowitz		180170econ	11/20/2018	11/20/2018		400.00	140.00	2208
Harrison Horowitz		180201econ	12/7/2018	12/7/2018		195.00	184.00	2208
Harrison Horowitz		180206econ	12/1/2018	12/1/2018		2170.00	230.00	2208
Harrison Horowitz		180209econ	12/14/2018	12/14/2018		500.00	500.00	2208
Harrison Horowitz		180210econ	12/14/2018	12/14/2018		1200.00	900.00	2208
Harrison Horowitz		180238econ	12/28/2018	12/28/2018		200.00	200.00	2208

Invoice List

Invoice List shows you all the invoices that have been uploaded to the EBizCharge Connect portal.

Use the search criteria to filter the list by invoice status and invoice date. **Note:** The invoice date refers to the date the invoice was uploaded to the portal, not the date it was created.

Click the [View Invoice](#) link, if enabled, to generate a current invoice.

The screenshot displays the EBizCharge Connect web application. At the top, the browser address bar shows the URL `https://connect.ebizcharge.net/InvoicesList.aspx`. The page header includes the EBizCharge Connect logo and a navigation bar with links: [Select and Pay Invoices](#), [Make a Quick Payment](#), [Reports](#), [My Account](#), and [Logout](#).

The main section is titled "Invoice List". It features a search filter area with the following controls:

- From Invoice Date:** A date picker set to 1/1/2019.
- To Invoice Date:** A date picker set to 1/24/2019.
- Invoice Status:** A dropdown menu currently set to "All".
- Refresh:** A blue button to update the list.

Below the filters is a table with the following columns: Invoice#, Date, Due Date, PO#, and Currency. Each row includes a "View Invoice" link. The table contains 8 rows of invoice data.

	Invoice#	Date	Due Date	PO#	Currency
View Invoice	180240econ	1/2/2019	1/2/2019		
View Invoice	180241econ	1/2/2019	1/2/2019		
View Invoice	180242econ	1/2/2019	1/2/2019		
View Invoice	180243econ	1/2/2019	1/2/2019		
View Invoice	180244econ	1/2/2019	1/2/2019		
View Invoice	180245econ	1/3/2019	1/3/2019		
View Invoice	180246econ	1/4/2019	1/4/2019		
View Invoice	180247econ	1/4/2019	1/4/2019		

Manage Account

The EBizCharge Connect portal allows you to manage your contact and payment information under the My Account section.

Manage Payment Methods

Use the Manage Credit Cards or Manage ACH Accounts tab to add new cards or ACH accounts to the saved cards list. (Saved payment methods are accessible to all users.)

The screenshot displays the EBizCharge Connect web application. The browser address bar shows the URL <https://connect.ebizcharge.net/MyPM.aspx>. The page features a blue navigation bar with links: [Select and Pay Invoices](#), [Make a Quick Payment](#), [Reports](#), [My Account](#), and [Logout](#). Below this, a tabbed interface shows 'Manage Credit Cards' as the active tab, with 'Manage ACH Accounts' as an alternative. Under the 'Manage Credit Cards' tab, there are two sub-links: [Add New Credit Card](#) and [Manage Saved Credit Cards](#). The main content area is titled 'Credit Card Information:' and contains a form with the following fields: 'Name as on Card:', 'Credit Card Number:', 'Expiration Date: (MMYY)', 'Street:', 'Zip:', and 'Card ID (CVV2/CID) Number'. Each field is accompanied by a text input box. At the bottom of the form are two buttons: 'Save Credit Card' and 'Cancel'. The footer of the page includes the copyright notice: © 2018 | Payments securely processed by EBizCharge.

connect.ebizcharge.net/MyPM.aspx X

https://connect.ebizcharge.net/MyPM.aspx

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[Select and Pay Invoices](#) [Make a Quick Payment](#) [Reports](#) [My Account](#) [Logout](#)

[Manage Credit Cards](#) [Manage ACH Accounts](#)

[Add New Credit Card](#) [Manage Saved Credit Cards](#)

Credit Card Information:

Name as on Card:

Credit Card Number:

Expiration Date: (MMYY)

Street:

Zip:

Card ID (CVV2/CID) Number

[Save Credit Card](#) [Cancel](#)

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Select existing card or account information to update or delete.

connect.ebizcharge.net/MyPM.aspx

https://connect.ebizcharge.net/MyPM.aspx

Select and Pay Invoices Make a Quick Payment Reports My Account Logout

Manage Credit Cards Manage ACH Accounts

Add New Credit Card Manage Saved Credit Cards

	ID	Card Number	Card Expiration	Name on card	Street	Zip	Type	Method Name
	887	XXXXXXXXXXXX1111	2019-09	CBS	20	92618	V	CBS
Select	876	XXXXXXXXXXXX2224	2022-09	mark cbs	20	92618	V	mark cbs

Credit Card Information:

Name as on Card: CBS

Credit Card Number: XXXXXXXXXXXXXXX1111

Expiration Date: (MMYY) 2019-09

Street: 20

Zip: 92618

Card ID (CVV2/CID) Number

Save Selected Credit Card Delete Selected Credit Card Cancel

Account Information

Under the My Account section, go to Account Information to update your information.

The email address on this form is the email where all notifications are sent. All users have access to and can edit this information using the form below. If one user changes this information, it changes across all users.

The screenshot shows a web browser window with the URL <https://connect.ebizcharge.net/MyAccountInfo.aspx>. The page features the EBizCharge Connect logo and a navigation bar with links: [Select and Pay Invoices](#), [Make a Quick Payment](#), [Reports](#), [My Account](#), and [Logout](#). The main heading is "Edit Account Information".

The form displays the name "Harrison Horowitz" and contains the following fields:

Field Label	Value
First Name	Harrison
Phone	888-500-7798
Fax#	
Company Name	Century Business Solutions
Street Address	20 Pacifica
City	Irvine
State	CA
Zip	92618
Last Name	Horowitz
Cell Phone	
Email	demo@centurybizsolutions.com
Web Site	www.centurybizsolutions.com

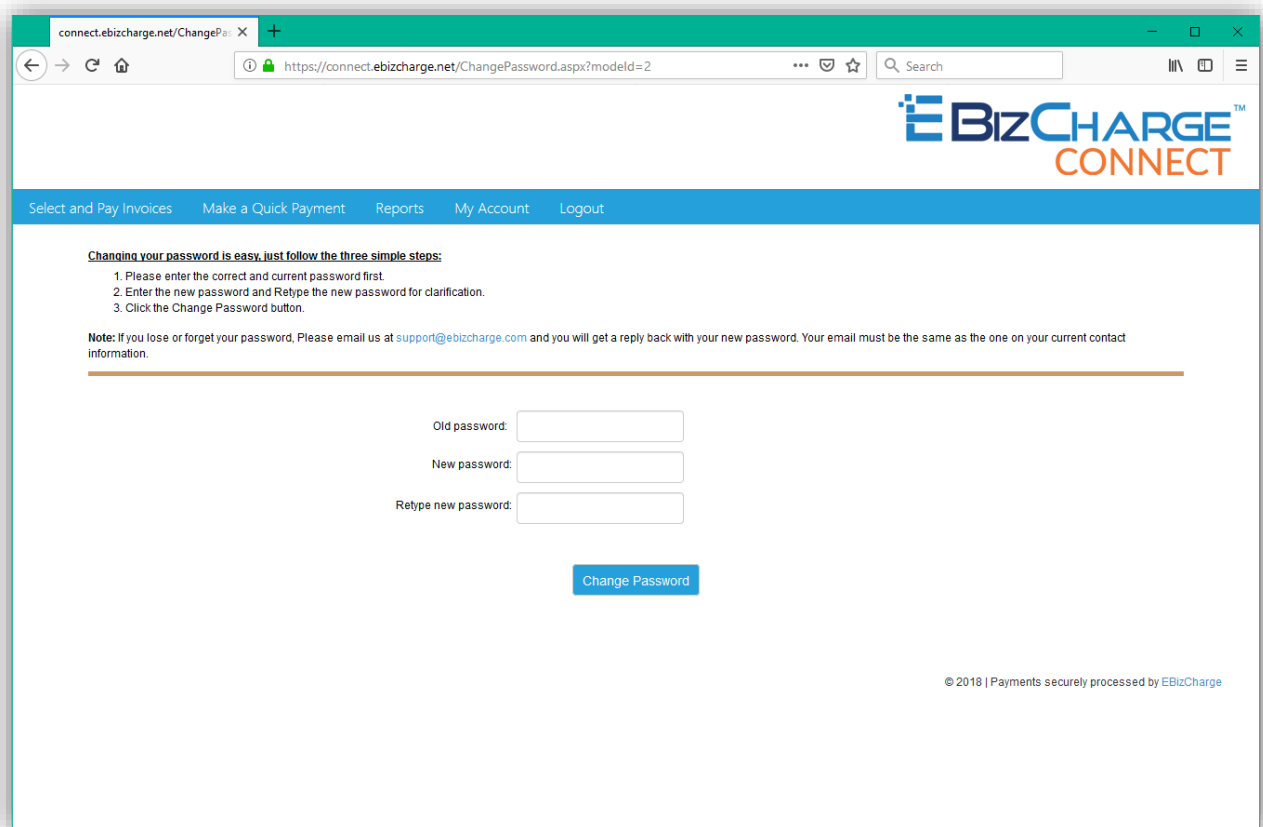
At the bottom right of the form are two buttons: "Save" and "Close".

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Change Your Password

Under the [My Account](#) section, use the **Change Your Password** button to update your current login password at any time.

- Your password can contain letters, numbers, and any special character (!@#\$), but may not contain spaces. Passwords **are** case sensitive.



The screenshot shows a web browser window with the address bar displaying <https://connect.ebizcharge.net/ChangePassword.aspx?modelId=2>. The page header features the EBizCharge Connect logo and a navigation menu with links: Select and Pay Invoices, Make a Quick Payment, Reports, My Account, and Logout. The main content area includes instructions for changing a password, a note about password recovery, and three input fields for Old password, New password, and Retype new password. A blue Change Password button is located below the input fields. The footer contains the copyright notice: © 2018 | Payments securely processed by EBizCharge.

connect.ebizcharge.net/ChangePa: X

https://connect.ebizcharge.net/ChangePassword.aspx?modelId=2

EBizCHARGETM
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Select and Pay Invoices Make a Quick Payment Reports My Account Logout

Changing your password is easy, just follow the three simple steps:

1. Please enter the correct and current password first.
2. Enter the new password and Retype the new password for clarification.
3. Click the Change Password button.

Note: If you lose or forget your password, Please email us at support@ebizcharge.com and you will get a reply back with your new password. Your email must be the same as the one on your current contact information.

Old password:

New password:

Retype new password:

Change Password

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