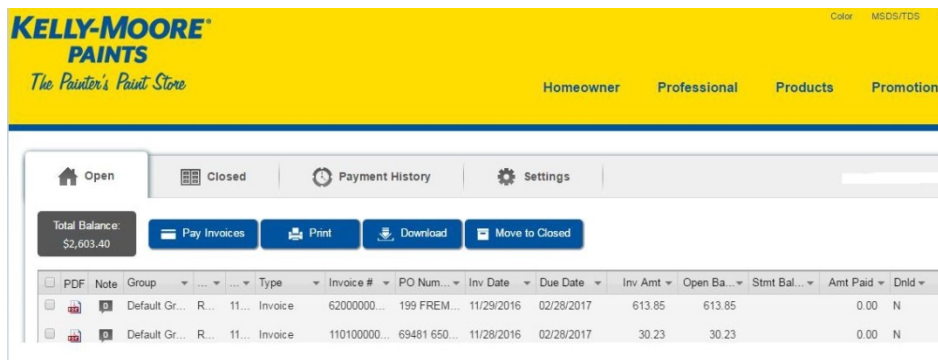


## Welcome to Invoice Gateway! Kelly-Moore Online Billing Portal

**Kelly-Moore Paints** is proud to announce we will now offer an online portal for you view, print, download and pay your bills online.

Our Invoice Gateway provides you with the access you need to manage and pay your invoices:

1. Find unpaid invoices on the Open tab.
2. Paid invoices will automatically move to the Closed tab, you can change this behavior under the Settings menu on the Payment Settings tab.
3. The Total Balance displays your current account total.
4. The Download button will allow you to download a PDF or file you can import into your accounting software.
5. Click on the PDF icon to open a copy of your invoice.
6. Click the speech bubble icon to enter a note. The date and username of the person entering the note will display next to the note.
7. Check the Open Balance column to review if any partial payments were made on the invoice.



Go to the Kelly-Moore website, click on **“Account”** to enroll now:



1. Click on Sign Up Now
2. Complete the enrollment form
  - Enter your Company Name
  - Your **Kelly-Moore Account number** and **User Name** must be your Kelly-Moore account number that is found on your invoices or monthly statement. (see screen shot below)



- Enter your **Enrollment Token** is on the bottom of your statement.

Once you have completed the remaining fields on the enrollment form check agree and hit Sign Up.

**You will then receive an email with instructions to activate your account.**

We hope you find our Invoice Gateway to be a helpful tool to manage your billing. For any questions please contact us at (888) 610-5427 or [csc@kellymoore.com](mailto:csc@kellymoore.com)