

# KELLY-MOORE ONLINE BILLING/PAYMENT PORTAL

To Self-Register your account and gain access to your open invoices, statements, and make payments follow the steps below.

- Click on the link provided: <https://ebilling.kellymoore.com>
- Click **Portal Self Registration**
- Enter **“Account Name”** This should be your Company Name on your account
- Enter **“Email address”**
- Enter **“Account #”** This can be found in the top left corner of our invoices (**with dash**)
- Enter **“Invoice#”** Any outstanding document number (**no dash**) on your account (invoice, credit memo or payment number)
- Establish your Password, (**Minimum length 8 characters, using a combination of Upper- & lower-case letters, number and a special character**)
- Repeat to confirm password.
- Click “Sign In”

**Portal Self Registration**

Account Name

Email Address

Account # (with dash)

Invoice # (full number without dash)

Pswd (min 8,1 upper,1 number,1 char)

Repeat Password

**SIGN IN**

To Store your Credit Card information:

- Click on Manage Payment Method
- Click on New Credit Card, complete the form and hit Save.
- This information is encrypted and not visible when saved.

**Credit Card Payment Information**

Payment Description

Billing Postal Code

Payment Card Type

Credit Card

Card CCV number

Expiration Month


Expiration Year

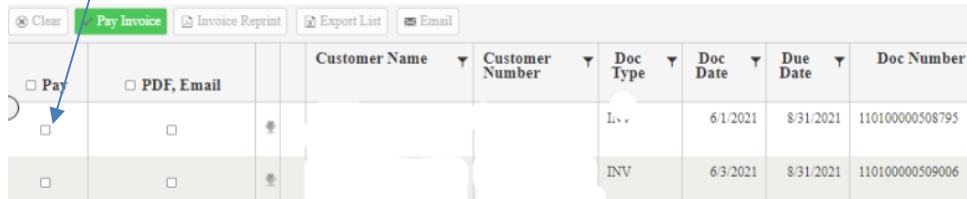
Currency

Email for Confirmation

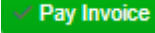
**Save**

**To make a payment against Open Invoices:**

- Click on  next to Payments
- Click Open Invoices
- Select invoices,



<input type="checkbox"/> Pay	<input type="checkbox"/> PDF, Email	Customer Name	Customer Number	Doc Type	Doc Date	Due Date	Doc Number
<input type="checkbox"/>	<input type="checkbox"/>			Inv	6/1/2021	8/31/2021	110100000508795
<input type="checkbox"/>	<input type="checkbox"/>			INV	6/3/2021	8/31/2021	110100000509006


- Click Pay Invoice 
  - (You can filter to the specific account or due dates if you like and select All invoices that are retrieved. If multiples are selected the below pop up will appear. Just click Yes if you want to continue)

Select All Invoices below ×

Do you want to select all invoices below and move to the payment screen?

Cancel
Yes

- If you are a **Net 30** customer, you may take advantage of our 1% prompt pay discount by 15<sup>th</sup> of the month prior to due date. Scroll over to the “Confirm Pay Amount”, then click on the line you wish to take the discount. Enter the amount minus the discount against the invoice and hit Tab, then select “Prompt Pay Discount” for the reason. Hit **Accept**.

- Select ‘PAY’ 
- And choose from the Payment Options field to select which credit card you would like to use.

**Payment Options**

No payment types are available

- The Credit Card information box appears and must be completed.

**New Credit Card...**

**Credit Card Payment Information**

Payment Description

Payment Card Type

Credit Card

Expiration Month

Expiration Year

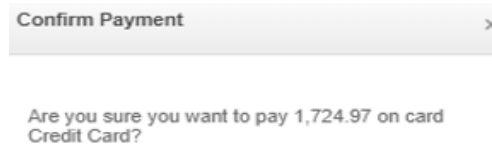
Card CCV number

Billing Postal Code

Email for Confirmation

Close Accept

- After you hit **Accept**, “Confirm Payment” box appears. You may enter a comment here if you wish.
- Click “PAY”



- Payment Summary will appear with the confirmation information.

**Once you have Registered**, you will only be prompted to enter your **Username** (email address) and **Password**.

### Manage Your Account

User Name	This is the email address you registered with
Password	Password you registered with

If you need further assistance, feel free to contact us using the information below.

**Kelly-Moore Customer Service Center**

[csc@kellymoore.com](mailto:csc@kellymoore.com)

**650-610-4370 / Toll Free 888-610-5427**