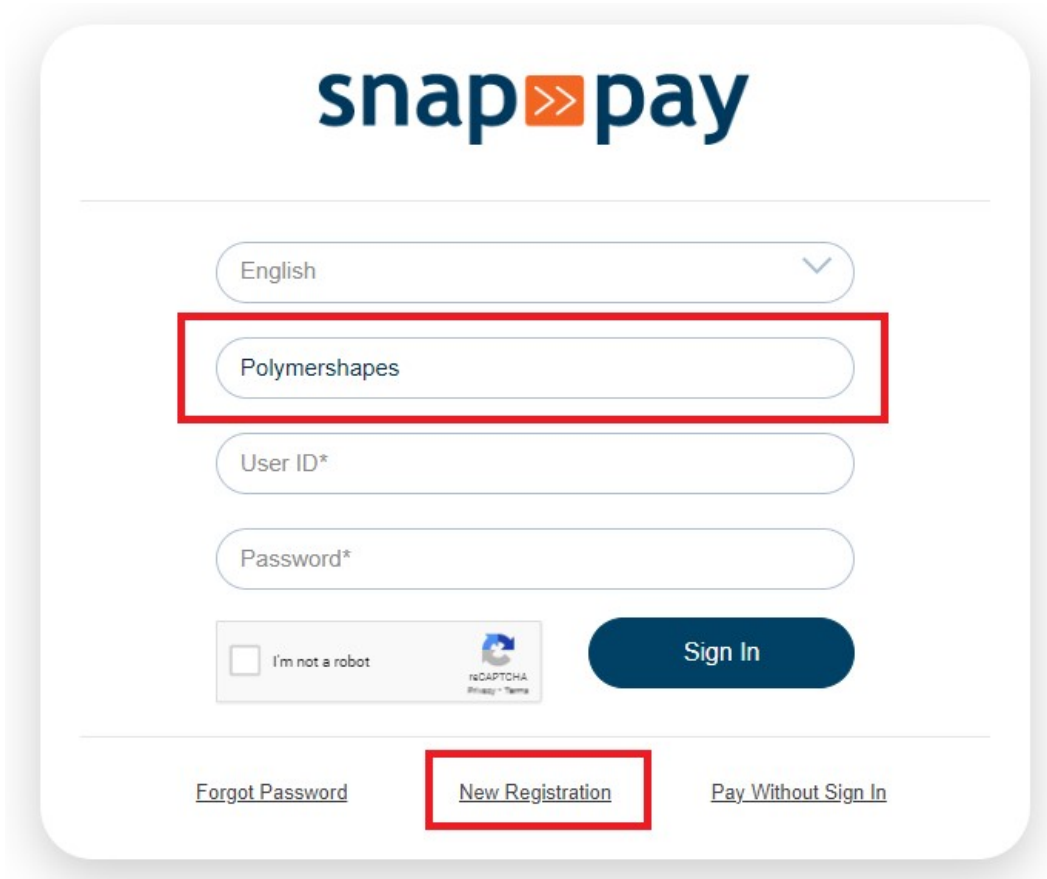


Polymershapes Payment Portal Registration Guide

Upon navigating to <https://www.SnapPayglobal.com> you will see a Login page requesting Language/Account Name/User ID/Password. To register, input the account name “Polymershapes” and click “New Registration”



The screenshot shows the Snap Pay login interface. At the top is the logo "snap >> pay". Below it is a language selection dropdown menu currently set to "English". The main form contains several input fields: "Account Name" (containing "Polymershapes", highlighted with a red box), "User ID*", and "Password*". Below the password field is a reCAPTCHA widget with the text "I'm not a robot" and a "Sign In" button. At the bottom of the page, there are three links: "Forgot Password", "New Registration" (highlighted with a red box), and "Pay Without Sign In".

This will take you to the ‘New User Registration’ screen where it will ask for your user information (Complete all fields with an *) as well as invoice details. The invoice details will link your use account to your corresponding company account within the portal.

The invoice details you will need are: Invoice Number, Invoice Amount, Invoice Date (**Not** Due Date), and your Customer Number. All of these can be found on a copy of your invoice.

New User Registration

User Information

<input type="text" value="Polymershapes"/>	<input type="text" value="Address Line 1*"/>
<input type="text" value="Email Address*"/>	<input type="text" value="Address Line 2"/>
<input type="text" value="Confirm Email*"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="United States of America"/>
<input type="text" value="Company Name*"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="----Select----"/>
<input type="text" value="First Name*"/>	<input type="text" value="City*"/>
<input type="text" value="Last Name*"/>	<input type="text" value="Zip Code*"/>
<input type="text" value="Comments"/>	<input type="text" value="Phone Number"/>

Invoice Details

<input type="text" value="Invoice Number*"/>	<input type="text" value="Invoice Amount*"/>
<input type="text" value="Invoice Date"/>	<input type="text" value="Customer ID*"/>



REMIT TO:

Invoice	
NUMBER 1234567	SALES ORDER 9876543
CUSTOMER NO 12345	TERMS NET 30
DATE 10-SEP-2023	DUE DATE 09-OCT-2023
PURCHASE ORDER NUMBER ABC-99999	

BILL TO:

Billing Address Line 1
Line2
City, State, Zip

SHIP TO:

Shipping Address Line 1
Line2
City, State, Zip


SHIP DATE	SHIP VIA	SHIPPING REFERENCE	DELIVERY NAME	LOCATION NO.	Sales Representative


UNIT NO.	ITEM DESCRIPTION	QUANTITY			UNIT PRICE	EXTENDED AMOUNT
		ORD	BACK	SHIP		
2		1000		1000	\$0.78	\$780.00
3		1		1	\$275.00	\$275.00


SUBTOTAL	TAX	SHIPPING / HANDLING	TOTAL
\$1,055.00	\$0.00	\$0.00	\$1,055.00


SPECIAL INSTRUCTIONS: Unless otherwise expressly agreed to in writing by Polymershapes, all sales shall be governed by the terms and conditions on the credit application and available online at:	CUSTOMER NO	INVOICE NO	DUE DATE	PAY THIS AMOUNT
				\$1,055.00
				DISCOUNTED PAYMENT AMOUNT

Upon completing all of the necessary New User Registration fields an email will be sent to you with your User ID and a link to create your first password. **This link expires after 24 hours.**

 donotreplystage@snappayglobal.com
Approved User Registration Notification

To
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.





Hello

User ID:

Here is your password creation link.

To create your password, [click here.](#)


This link will expire in 24 hour(s), make sure to use it soon.

This is an automated reply to a request to create your SnapPay password. Please do not respond to this email.

[Click here to Sign In to SnapPay](#)

Contact Information

Tel: [\(704\)-948-5000](tel:704-948-5000)
Email: SnapPay Support



Enter New Password And Confirm

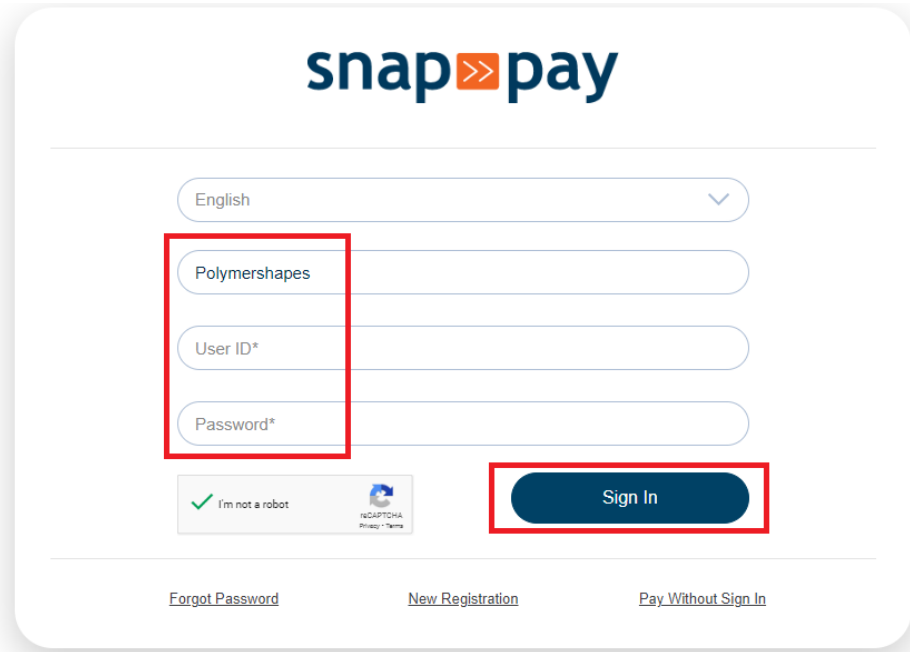
Password must be between 9 - 20 characters and contain a combination of upper and lower case letters, a numeric and a special character. Allowed special characters are ~!@#%&*(){}[]\|;:'",./?

Account
Polymershapes (1001748441)

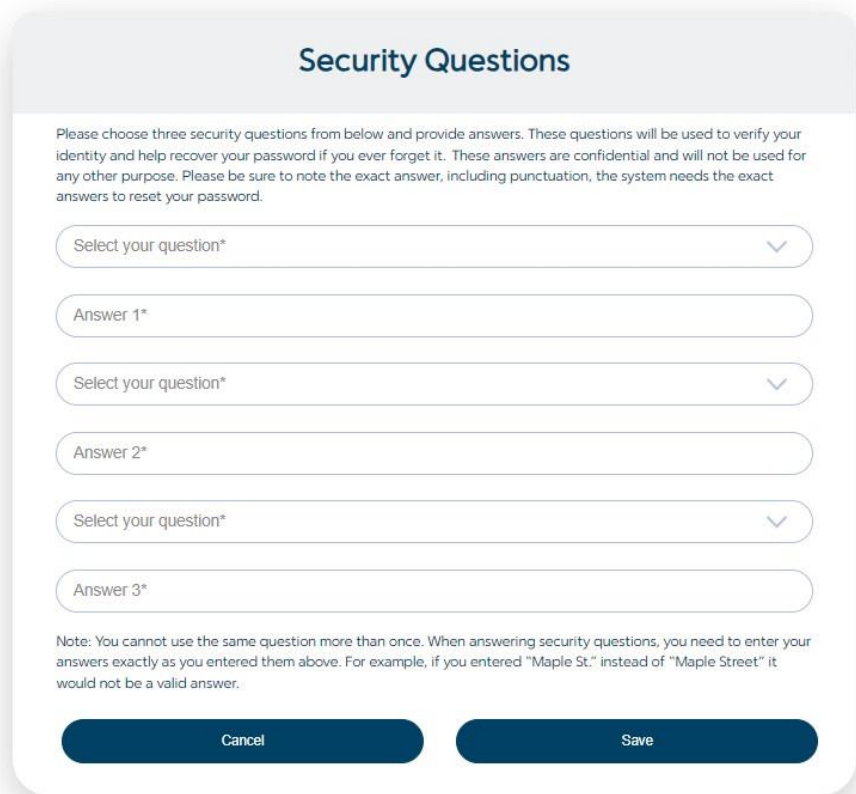
User ID
tlackey@polymershapes.com

After creating your password you will be sent back to the initial login screen where you will use your new User ID, and Password in conjunction with the account name: "Polymershapes"

Once logged in for the first time you will be prompted to establish Security Questions and then you are fully setup!

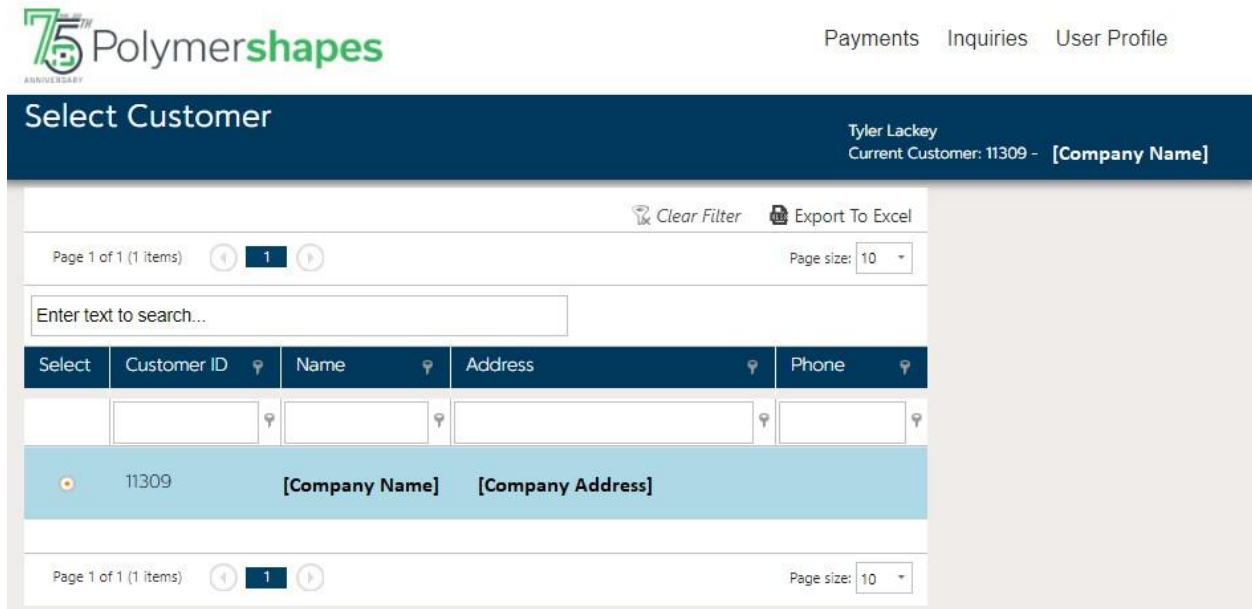


The image shows the Snap Pay login interface. At the top is the "snap >> pay" logo. Below it is a language dropdown menu set to "English". There are three input fields: "Polymershapes", "User ID*", and "Password*", all of which are enclosed in a red rectangular box. Below these fields is a CAPTCHA area with a green checkmark and the text "I'm not a robot" next to the reCAPTCHA logo. To the right of the CAPTCHA is a dark blue "Sign In" button, also enclosed in a red rectangular box. At the bottom of the form are three links: "Forgot Password", "New Registration", and "Pay Without Sign In".



The image shows the "Security Questions" setup screen. The title "Security Questions" is centered at the top. Below the title is a paragraph of instructions: "Please choose three security questions from below and provide answers. These questions will be used to verify your identity and help recover your password if you ever forget it. These answers are confidential and will not be used for any other purpose. Please be sure to note the exact answer, including punctuation, the system needs the exact answers to reset your password." Below the instructions are three sets of question and answer fields. Each set consists of a dropdown menu labeled "Select your question*" and a text input field labeled "Answer 1*", "Answer 2*", or "Answer 3*" respectively. At the bottom of the screen are two buttons: "Cancel" and "Save".

The Payment Portal landing page will look like the below. You can have multiple companies registered under the same User ID (Uncommon*) and toggle between them on this page.



At the top right, you will have 'Payments', 'Inquiries', and 'User Profile'.

Payments:

- Invoices – See your invoices, Make Payments, Schedule Payment, Dispute Full Invoice Balance
- Pre-Payment – Make a payment towards an order not yet invoiced
- AutoPay – Setup or Manage your Automatic Payments
- Payment Methods – Manage your payment methods saved in the portal

Inquires:

- Scheduled Payments – View and edit your scheduled payments
- Payment History – View all previous payments made in the portal
- Disputed Invoices – View disputed invoices & Navigate to dispute comments
- AutoPay History – View Past Autopayments and Edit or Cancel AutoPay
- Payment Transaction Inquiry – Search all payment transactions made in portal

