



## PNC ActivePay® Activation & Payment Process

### ActivePay Supplier Processing

Welcome to ActivePay! This new payment process will utilize a Visa Purchasing Card account for buyers to make payments to their suppliers. Suppliers may experience the following benefits by accepting the new payment type:

- Improved cash flow and accelerated payment
- Reduced paperwork and streamlined accounts receivable process
- Elimination of stop payment issues
- Reduce payment delays
- Reduce your cost of handling paper checks.
- Settlement of payments directly to your merchant account

In addition, increasing automation helps you and your buyers reduce errors and the amount of paper used, which is a benefit for both organizations. There are two options available to suppliers for accepting Virtual Card Payments; Dedicated Card Account or Single Use Account.

### Payment Option One – Dedicated Card Account

#### Step 1: Receiving the Dedicated Card Account


Upon enrolling in the program, a Visa Purchasing Card account number, the card expiration date, and the 3-digit security code will be provided. This information will be retained on file to be used for future payments.

#### Step 2: Receiving Payments


Your customer will initiate a payment for processing, which will generate a Payment Advice Email.

#### Sample Payment Advice Email:

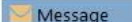

Mon 12/5/2016 5:10 PM

 activepay.notices <ActivePay.Notices@PNCActivePay.com>

**Sample Payer Remittance Advice: REQ 3LRGT1TH6R1M112BXV Merchant: Sample Merchant**

To  Drost, Christine D

Retention Policy PNC Inbox Policy Tag (90 days) Expires 3/5/2017

  SamplePayerRemittanceAdviceREQ3LRGT1TH6R1M112BXVMerchantSampleMerchant.pdf (218 KB)

An automated payment / remittance confirmation is attached for you in PDF format.

If you need Adobe Reader to view the PDF document, you can download the latest version from <http://adobe.com> free of charge.

Please do not reply directly to this email. This e-mail address is not monitored.

The email will contain a PDF document. The PDF document will contain the Authorization for Payment and include Remittance Information, Invoice Details, Payor Information, and the last 4-digits of the Single Use Visa Purchasing Card Account Number previously provided.



Sample Authorization for Payment:

**Sample Payer  
Remittance Advice**

Monday, December 5, 2016 5:09 PM

**Authorization for Payment**

To receive payment for the below referenced invoice(s), please charge the total amount of **10.00 (USD)** on your dedicated **Sample Payer** VISA credit card with the **account number ending in \*7585**. By processing payment, you acknowledge that the invoices listed below are invoices for products or services that you have provided. By charging the amount shown as SINGLE TRANSACTION within 72 hours you will significantly reduce the possibility of payment complications.

[Account Billing Information \(Click Here\)](#)

The link above provides concise payment information and downloads for detailed remittance data in several file types, including Excel (XLSX) and CSV.

Remittance Information			
Company Name:	Sample Merchant	Merchant Code:	120516a
REQ Number:	31PQT1TH6R1M112BXV	Account Number (Last 4):	*7585
Total Amount:	10.00 (USD)	Uncharged Amount:	10.00 (USD)
Merchant Note:		Customer Account No.:	

Invoice Details		
Invoice Number	Invoice Date	Amount
120516a	12/5/2016	10.00
		10.00

Payor Information			
Organization Name:	Sample Payer	Contact Name:	Accounts Payable
Address:	123 Main Street MS 123	City, State, Postal Code:	Small Town, PA, 152190000
		Country:	US

*Please do not reply directly to this email. This email address is not monitored.*

**Step 3: Processing Your Payment**


When you are ready to process your payment, use the virtual credit card account number and invoice information in the Payment Advice Email to charge the account.

## Payment Option Two – Single Use Account

### Step 1: Receiving Payments

Upon enrolling in the program, you will receive a PIN which will be used to retrieve payment information from a secure site. Your customer will initiate a payment for processing, which will generate a Payment Advice Email directly to you.

#### Sample Payment Advice Email:



Fri 12/2/2016 8:44 AM


activepay.notices <ActivePay.Notices@PNCActivePay.com>

**Sample Payer Remittance Advice: REQ EF22CHKPZZ4111VNAV Merchant: Single Use Account Merchant**

To ■ Drost, Christine D

Retention Policy PNC Inbox Policy Tag (90 days) Expires 3/2/2017

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Message  SamplePayerRemittanceAdviceREQEF22CHKPZZ4111VNAVMerchantSingleUseAccountMerchant.pdf (217 KB)

An automated payment / remittance confirmation is attached for you in PDF format.

If you need Adobe Reader to view the PDF document, you can download the latest version from <http://adobe.com> free of charge.

Please do not reply directly to this email. This e-mail address is not monitored.

The email will contain a PDF document. The PDF document will contain the Authorization for Payment and include Remittance Information, Invoice Details, Payor Information, and a secure link to retrieve the Single Use Visa Purchasing Card Account Number.

#### Sample Authorization for Payment:

### Authorization for Payment

To receive payment for the below referenced invoice(s), please click on the Account Information link below and charge the total amount of **5.00 (USD)** on your assigned VISA account. By charging the amount shown as a single transaction within **72** hours, you will significantly reduce the possibility of payment complications.

[Account Billing Information \(Click Here\)](#)

The link above provides concise payment information and downloads for detailed remittance data in several file types, including Excel (XLSX) and CSV.

Remittance Information			
Company Name:	Single Use Account Merchant	Merchant Code:	120216a
REQ Number:	EF22CHKPZZ4111VNAV	Account Number (Last 4):	4190
Total Amount:	5.00 (USD)	Uncharged Amount:	<b>5.00 (USD)</b>
Merchant Note:		Customer Account No.:	

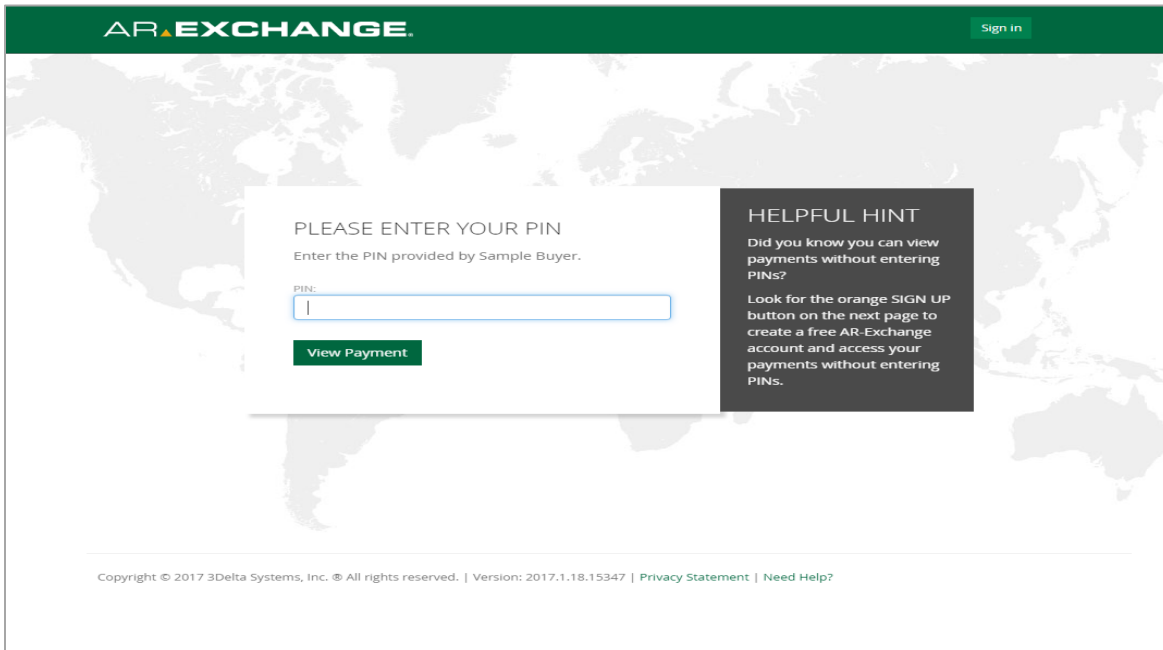
Invoice Details		
Invoice Number	Invoice Date	Amount
120202a	12/2/2016	5.00
		5.00

Payor Information			
Organization Name:	Sample Payer	Contact Name:	Accounts Payable
Address:	123 Main Street MS 123	City, State, Postal Code:	Small Town, PA, 152190000
		Country:	US

Please do not reply directly to this email. This email address is not monitored.

### Step 2: Accessing the Virtual Card Account Information

When you click the Account Billing Information link from the Payment Advice Email PDF above, you will be directed to the below page and prompted to provide the PIN. After entering the PIN, you will be able to view the payment information.



**AR-EXCHANGE** Sign In

PLEASE ENTER YOUR PIN

Enter the PIN provided by Sample Buyer.

PIN:

[View Payment](#)

**HELPFUL HINT**

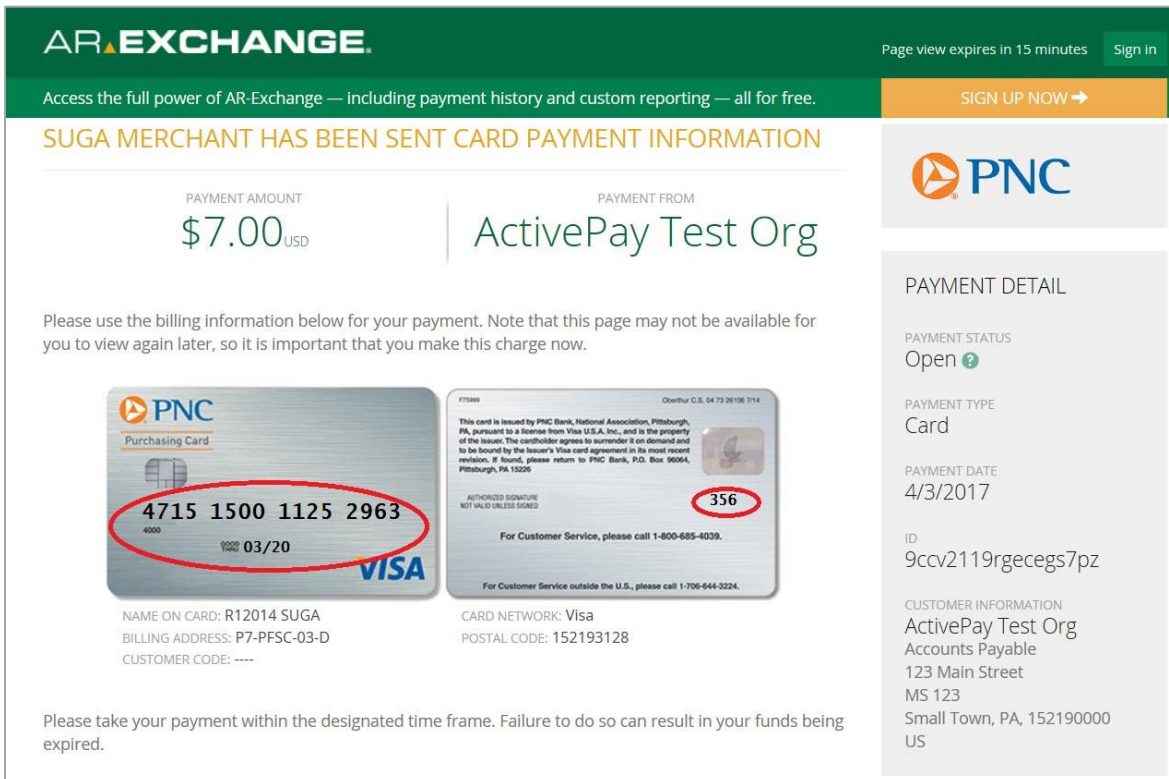
Did you know you can view payments without entering PINs?

Look for the orange SIGN UP button on the next page to create a free AR-Exchange account and access your payments without entering PINs.

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### Step 3: Processing Your Payment

When you are ready to process your payment, use the virtual credit card account number and invoice information in the Payment Advice Email to charge the account.



**AR-EXCHANGE** Page view expires in 15 minutes Sign In

Access the full power of AR-Exchange — including payment history and custom reporting — all for free. SIGN UP NOW →

**SUGA MERCHANT HAS BEEN SENT CARD PAYMENT INFORMATION**


PAYMENT AMOUNT

**\$7.00** USD

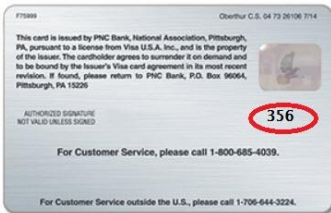
PAYMENT FROM

**ActivePay Test Org**

Please use the billing information below for your payment. Note that this page may not be available for you to view again later, so it is important that you make this charge now.



NAME ON CARD: R12014 SUGA  
BILLING ADDRESS: P7-PFSC-03-D  
CUSTOMER CODE: ----



CARD NETWORK: Visa  
POSTAL CODE: 152193128

Please take your payment within the designated time frame. Failure to do so can result in your funds being expired.

**PNC**

**PAYMENT DETAIL**

PAYMENT STATUS  
Open ?

PAYMENT TYPE  
Card

PAYMENT DATE  
4/3/2017

ID  
9ccv2119rgecegs7pz

CUSTOMER INFORMATION  
ActivePay Test Org  
Accounts Payable  
123 Main Street  
MS 123  
Small Town, PA, 152190000  
US