The Benefits of Payment Plus

Welcome to Payment Plus! This proven payment method benefits both you and your buyers. It provides buyers with the opportunity to enhance payment security and control while reducing costs and automating their payment process. As a supplier, you enjoy many benefits as well:

- Improved cash flow (receive payment within 1-3 days)
- Reduced days sales outstanding
- Increased productivity and reduced collection costs
- Added remittance data for easier reconciliation in your system

Additionally, increasing automation helps you and your buyers reduce errors and paperwork, which is a benefit for both organizations.

Payment Processing Instructions

1. **Receive a payment authorization email** – This email contains the following information that is necessary to access and process the payment:
   - Deadline to process the payment – If the payment deadline date has passed, contact your buyer to request a new authorization email.
   - Secure link to the web portal you will access to obtain necessary card data
   - Last 4 digits of the account number – Required to access the web portal
   - Invoice number(s) intended for payment and the amount of each invoice
     - If more than one invoice is listed, you must process one transaction for the sum total of all invoices referenced in the email. Please contact your buyer if your system requires that invoices be processed separately.

2. **Access Supplier Web Portal and retrieve card details**
   - Select the secure link in the authorization email.
     - The secure link can only be accessed five times.
     - Make sure your screen size is maximized so you can view the entire page.
   - Enter the last 4 digits of the card number (provided in the authorization email).
   - If required, enter the credential information (password / personal identification number (PIN)).
     - Please Note: For buyers who require you to use credential information to access the web portal and receive card details, we will send the credential information (password / PIN) to you in the enrollment email during the initial Payment Plus set-up process.
   - Retrieve card details:
     - First 12 digits of the account number
     - Expiration date
     - Gross payment amount authorized for processing
     - Security code (CVV/CVV2) – Otherwise known as a Card Verification Value (CVV) or Card Validation Code (CVC).
3. **Process the payment as you do today** – By combining the last 4 digits of the card number received in the authorization email with the first 12 digits retrieved from the web portal, you will use this account number to process the payment on your merchant terminal like you process other payments today.

**Sample Payment Authorization Notification Email**

Make sure you process this payment before the date noted.

Process the full authorized payment amount in a single transaction.

You need the following information to enter the Supplier Web Portal:
- Last 4-digits of the card account
- Credential information you received via a separate email
- Link: Available for use up to five times.

Invoice information is provided by your buyer. If you have any questions on invoice detail, please reach out to your buyer contact to resolve prior to processing the payment.
Single-Use Account Access: Supplier Web Portal

To access the secure supplier web portal, the URL provided in the payment notification email must be copied and pasted into a web browser. Please refer to the following screen shots for more information on how to retrieve the single-use account number.

* Otherwise known as a Card Verification Value (CVV) or Card Validation Code (CVC)

For more information on Payment Plus for suppliers, please call the Payment Plus Supplier Support team at 855.268.5386 or email paymentplus@access-online.com

usbpayment.com