

~ Billion Accounts Receivable Portal Setup ~

Billion Automotive offers **FREE** online access to your Account. This Portal allows you to go online to access your statement, invoices and allows you to make payments using a credit card. This service is offered for your convenience.....no more calling requesting copies of invoices, you can access the copies online. Your monthly statement will be emailed directly to you.

Common Questions:

How does this work exactly?

- * Fill out information below
- * Email or Fax to contact info provided below
- * We set up your account on our end
- * You receive an email within 1 business day (or sooner) with your username, instructions to log on, password directions
- * You log in with your username and password
- * You can access invoices, statements and pay online
- * You can access and pay **recent** invoices and credit memos after the AR statement is generated

FREE

What if I want to pay a different amount?

- * You can pay Individual Invoices or All Invoices
- * You can change Amount to Pay
- * You can dispute an item
- * If there is a discrepancy in the amount you are paying, you are given an opportunity to provide a reason
- * The information is emailed to our office for further action

CONVENIENT

Can we have more than one user on our Account?

- * There are 2 user levels for the Customer Portal
- * Customer Admin and Customer User Access
- * Customer Admin Access allows you to set up and update your own users

EFFICIENT

ACCOUNT #:

ACCOUNT NAME:

ADDRESS, CITY, ST ZIP:

CONTACT NAME:

(will be setup as Customer Admin)

CONTACT EMAIL ADDRESS:

CONTACT PHONE #:

Please email this information to billionar@billionauto.com or fax this sheet to 844-328-5936. If you have any questions, please don't hesitate to contact us at 605-679-3683 or billionar@billionauto.com.

Sincerely,

Rita

Rita Marsh
Accounting Manager
Billion Automotive Group

