

# ~ 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](mailto: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](mailto:billionar@billionauto.com).

Sincerely,

*Rita*

Rita Marsh  
Accounting Manager  
Billion Automotive Group

