

# Making Online Payments- Einfo Login at [www.systemloa.com](http://www.systemloa.com)

## To set up your card

There are two separate places on the web site to set up a credit card for payments.

The screenshot shows the SYSTEMEL BUSINESS EQUIPMENT Customer Gateway dashboard. At the top, it identifies the location as Systel Corporate Office (990001) - 2604 Ft Bragg Rd - Fayetteville, NC 28303. The dashboard is divided into several sections: Search (Find: Equipment), Meters (28 Meters due, All meters), Account summary (Active Status, \$5.35 Current balance, \$25,000.00 Credit limit), Equipment (21 On record, 21 ON Contract, 21 OFF Contract), Invoices (9 Recent (last 30 days), 487 All invoices), Sales orders (11 Shipped items, 4 Orders (last 30 days), 28 All orders), Service calls (133 Invoiced), Moves (Open), MIF, and User settings (Logged in as: Carla McCall, Payment Methods). A Help link is also present.

You can click on the Payment Methods box under your name in User Settings.  
Click the Add circle beside the Back Button

The screenshot shows the Payment Method Management page. It features a table with the following data:

Account Number	Nickname	Account Type	Expires On	Name On Account	
x1559	Regular	Visa	11/2018	Corporate Card	✖

Below the table, it indicates "1 list item". The page also includes a Back button and an Add button (represented by a plus sign in a circle).

You will be prompted to enter the following information:

### New Payment Method ✕

Payment type:  **Credit card**  
 Checking account  
 Savings account

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Name on account: \*

Address: \*

City: \*

State: \* -- ▼ Zip: \*

Phone: \*

Nickname: \*

**\*\*\*As of right now, we CANNOT accept payments from checking and savings accounts\*\*\***

You will then be transferred to our credit card vendor to set up your card in their secure “vault.”

To complete your secure transaction enter credit card information below and click process transaction.

This secure payment service is provided by [Vantiv](#).

<b>Card Information</b>	* Denotes a required field
*Card Number: <input type="text"/>	
*Expiration: <input type="text" value="Month"/> / <input type="text" value="Year"/>	
<b>Address Information</b>	
Billing Address: 	

**PROCESS TRANSACTION** [Cancel and return to merchant](#)

For more information regarding Vantiv [click here](#).

After you enter your information, you will proceed to the screen below. This is only letting you know that the credit card has been set up. **This is not a confirmation of payment.**

Transaction successfully processed. Please print this page for your records.

<b>Transaction Results</b>
<b>Result:</b> PaymentAccount created <b>Services ID:</b> 1801472838 <b>Payment Account ID:</b> E4899067-1380-46A6-AB90-4B7A2D83D7F1 <b>Billing Name:</b> Corporate Card <b>Card Number:</b> xxxxxxxxxxxx1559

**Return to merchant**

For more information regarding Vantiv [click here](#).

Click on the Return to Merchant box to go back to the Systel account page.

**To make a payment on your account:**

Customer Gateway for:  
**Systel Corporate Office (990001)** – 2604 Ft Bragg Rd – Fayetteville, NC 28303

# SYSTEL BUSINESS EQUIPMENT

COPY SCAN PRINT SEND

**Search**

Find: Equipment

**Meters**

--- Meters due  
**28** All meters

**Account summary**

**Active** Status  
**\$5.35** Current balance  
**\$25,000.00** Credit limit

**1:35 PM**

Friday  
 March  
**3**

**Equipment**

**21** On record  
 --- ON Contract  
**21** OFF Contract

**Invoices**

**9** Recent (last 30 days)  
**487** All invoices

History Aging Pay All

**Sales orders**

--- New items  
 --- Picked items  
**11** Shipped items (last 30 days)  
 --- Back ordered items  
 --- Canceled items  
 --- Newly submitted orders  
**4** Orders (last 30 days)  
**28** All orders

New Sales Order

**Service calls**

--- Pending  
 --- Scheduled  
 --- Dispatched  
 --- On hold  
 --- Cleared  
**133** Invoiced

New Service Call

**Moves**

--- Open

**MIF**

**User settings**

Logged in as: **Carla McCall**

Payment Methods

Help

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Click on the Aging box in the Invoice Box. It will come up with all the invoices that are open on your account.

Customer Gateway for:  
**Systel Corporate Office (990001)** – 2604 Ft Bragg Rd – Fayetteville, NC 28303

# SYSTEL BUSINESS EQUIPMENT

COPY SCAN PRINT SEND

Back
Print
Home

— Account Aging —

**Invoices**

Number	Type	Date	Due Date	PO Number	Current	1-30	31-60	61-90	90+	Pay	Status
1542187	Invoice	3/3/2017	4/2/2017	---	\$5.35	---	---	---	---	<input type="checkbox"/>	Unpaid
Total:					\$5.35	---	---	---	---		

**Pay: \$5.35**

Help

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v8.5.0.35718 (64bit)

To select the invoices you wish to pay, click the box(es) under the Pay column heading. Your total will show in box below the aging that shows Pay and the dollar amount. If this is the amount you wish to pay, click on the Pay \$X.XX box.

You will be directed to the pay screen. On this screen, you can proceed to pay your invoice(s), check your payment options and also print out a list of the invoices you are wanting to pay.

Customer Gateway for:  
**Systel Corporate Office (990001) – 2604 Ft Bragg Rd – Fayetteville, NC 28303**

**SYSTEL BUSINESS EQUIPMENT**  
COPY SCAN PRINT SEND

Cancel
Submit
Payment Methods
Print

---

— Payment —

Schedule new payment

Amount: **\$5.35**

Date: **3/4/2017** ...

Use existing payment method or add and save a new payment method.

Method: ...

---

Invoices included in payment

Number	Due Date	Due	
1542187	4/2/2017	\$5.35	

1 list item

Help

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This screen will show you the total amount you are paying and the date you wish to pay (this can be changed by clicking the box with three dots beside of the date.)

Click on the box beside “Use existing payment method or add and save a new payment method.”

Click the box beside of Method with the three dots in it. The Select Payment Method screen will appear. You can select the payment method you wish to use. If you do not see the method, click the Use new payment method and you will be prompted to enter the new card information as above.

**Select Payment Method**
✕

	Method
<input type="checkbox"/>	x1559 - Regular
<input type="checkbox"/>	Use new payment method

Cancel

Check the box beside the method you wish to use. You will be brought back to the payment screen and the method you are using will come up beside of the Method.

Click the Submit Button to submit the payment.

Customer Gateway for:  
Systel Corporate Office (990001) – 2604 Ft Bragg Rd – Fayetteville, NC 28303



Cancel Payment Print

— Payment —

Scheduled payment (Confirmation number: 12127)

Amount: **\$5.35**  
Date: **3/4/2017**  
Method: **x1559 - Regular**

Invoices included in payment

Number	Due Date	Due
1542187	4/2/2017	\$5.35

1 list item

Help

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If you feel you have made an error or used the wrong card, you can click on the Cancel Payment Button.

If not, click on the Print Button to print out your receipt.

3/3/2017 Payment

Customer Gateway for:  
Systel Corporate Office (990001) – 2604 Ft Bragg Rd – Fayetteville, NC 28303



— Payment —

Scheduled payment (Confirmation number: 12127)

Amount: **\$5.35**  
Date: **3/4/2017**  
Method: **x1559 - Regular**

Invoices included in payment

Number	Due Date	Due
1542187	4/2/2017	\$5.35

1 list item