Making Online Payments- Einfo
Login at www.systeloa.com

To set up your card

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

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

You will be prompted to enter the following information:

New Payment Method

Payment type:
- ⊙ **Credit card**
- ⊖ Checking account
- ⊖ Savings account

Name on account: *

Address: *

City: *

State: * `--` ▾ Zip: *

Phone: *

Nickname: *

Next   Cancel

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.

Card Information   * Denotes a required field

*Card Number: [   ]

*Expiration: [Month ▼] / [Year ▼]

Address Information

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.

Transaction Results

Result: PaymentAccount created
Services ID: 1801472838
Payment Account ID: E4899067-1380-46A6-AB90-4B7A2D83D7F1
Billing Name: Corporate Card
Card Number: 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:

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

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.

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.

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 Buttom to submit the payment.

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.