WHAT IS e-info™ ANYWAY?

- Pay Invoices
- Request Service
- Order Supplies
- Enter Meters

Pay Online Feature Makes Payment Processing More Convenient for YOU, our Customer!

The process to make a payment and view your invoices is even simpler. Systel is excited to announce the option to make payments and view invoices online through e-info. You can even save your credit card information in a secure manner and schedule payments.

Not a current e-info user? No problem. Create your free e-info account today - It's simple!

FOLLOW THESE EASY STEPS TO GET STARTED PAYING ONLINE:

1 Go to our Systel website at www.systeloa.com and click the **E-INFO** logo at the top of the screen to log in. Or, click on the **MENU** and then select **LOG IN** from there.

2 Click on **NEW USER.**

3 Fill out contact the information, enter customer number, choose a password and click the arrow for next.

> **Don't know your Company's Customer Number?** This number is located on any customer invoice. It may be listed as "Account Number" or "Customer Number" If unable to identify the Company Number, please email support@systeloa.com for assistance.

When sign up is complete, you will be able to login immediately and the system will establish all of your relevant permissions.

Once signed in you can easily: pay invoices, request service, order supplies and enter meters.

4 To pay an invoice, click on the number in the invoice square. Then select an invoice to view and pay now.

> **Still can't see the invoice block?** Please email support@systeloa.com to have the permissions updated.

5 **Credit Card Information:** If you have your credit card information stored in your profile then you will be able to see select payment type immediately without reentering. If you do not have a stored credit card then you can always establish a new payment method at any time and save it for future payments.

Following submittal of the payment, you will have an opportunity to print a confirmation for your records.

Accepted payment types: Online payment is only available for credit cards currently, no ACH or checking account options can be used (even though it shows that as an option to the customer).

Questions: If you or your customers have any questions regarding the functionality of this feature, you may always inquire with Customer Support for more information- email support@systeloa.com or call 800-849-1500.

For more information visit, www.systeloa.com/einfo

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1 Go to the e-info button on Systeloa.com

2 Click on New User

3 Enter User Info

4
- Pay Invoices
- Request Service
- Order Supplies
- Enter Meters

5 View invoices and make payments

STEP 1 - CONTACT INFORMATION
Please enter your contact information below.
- EMAIL: *
- FIRST NAME: *
- LAST NAME: *
- PHONE NUMBER: *

STEP 2 - COMPANY IDENTIFICATION
Please enter your company number below, or you can enter your company name and address information.

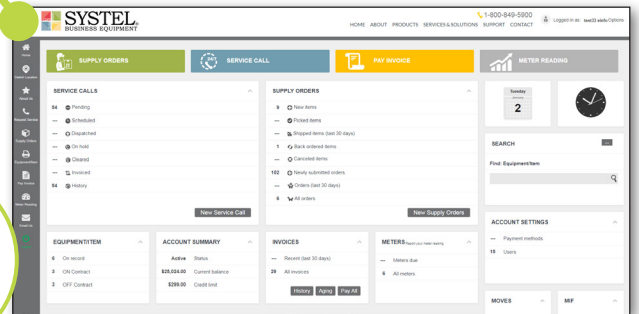| I KNOW MY COMPANY NUMBER | I WANT TO SPECIFY MY COMPANY NAME AND ADDRESS |

COMPANY NUMBER: *

STEP 3 - PASSWORD
Please enter a password that you would like to use to access this site.
- NEW PASSWORD: *
- CONFIRM PASSWORD: *

*NOTE: Blocks may be in a different location & rearrange based on window size.

PAYMENT —
SCHEDULE NEW PAYMENT
- AMOUNT: $26,515.01
- DATE: * 1/2/2018
- ☐ USE EXISTING PAYMENT METHOD OR ADD AND SAVE A NEW PAYMENT METHOD.
- METHOD: *

INVOICES INCLUDED IN PAYMENT

| Number | Due Date | Due |