

Payment Portal Setup

Natural Networks Payment Portal Setup

- Follow the instructions in your welcome email to create an account and set your password
- On the home screen shown below, click on "+New" to add your payment method

The screenshot displays the Natural Networks Payment Portal Setup interface. At the top, a navigation bar includes links for Dashboard, Open Invoices, Invoices, Payments, AutoPay (highlighted with a red box), and Service. Below the navigation bar, the main content area is divided into three sections. The first section, 'Total Balance', shows a balance of \$0.00 (0 INVOICES) with a green 'Make Payment' button. The second section, 'Past Due Amount', also shows a balance of \$0.00 (0 INVOICES) with a green 'Make Payment' button. The third section, 'Payment Methods', displays 'No Payment Methods' and a blue '+ NEW' button (highlighted with a red box). To the right of the 'Payment Methods' section is a 'Welcome!' banner with the text 'Are you new here?' and a button that says 'Click to see a helpful How-To guide.' Below the 'Payment Methods' section is a 'Credits / Unapplied Payments' section showing 'No Credits'.

Payment Method

- Select either Credit Card or Bank Account depending on your preferred method of payment
- You can save multiple payment methods
- Fill out the required information and hit "Submit"
- Your information will be encrypted and saved securely for future payments

Payment Method Information

Credit Card

Bank Account

First & Last Name *

Friendly Name *

Credit Card Number *

CVV *

Expiration Month (MM) *

Expiration Year (YY) *

Billing Address

Country *

I agree that I am forfeiting my cash/check discount by making this payment online with a credit card.
I authorize the use of this payment method to settle transactions in this portal.

☐ I Agree *

Cancel

Submit

Enroll in AutoPay

- Back on the welcome screen, select AutoPay
- Select the payment method that you just saved and add your AutoPay preferences
- Your AutoPay does not have to run on the first of the month - you can customize your selections to fit your needs
- Click Save, and never worry about missing a payment again!

UNLOCKED (DRAG TO REORDER) ?

AutoPay when the amount is more than \$1.00

Payment Methods

Run AutoPay

On Due Date

Autopay Type

the amount

Criteria

is more than

The Amount

1

Advanced

Undo Changes

Delete

Save

*By saving, you are authorizing all of the above payments according to their criterions

+ New

Cancel All

Save All

Online URL: <https://kb.naturalnetworks.com/article.php?id=937>