

## ePAY Customer Instruction Manual

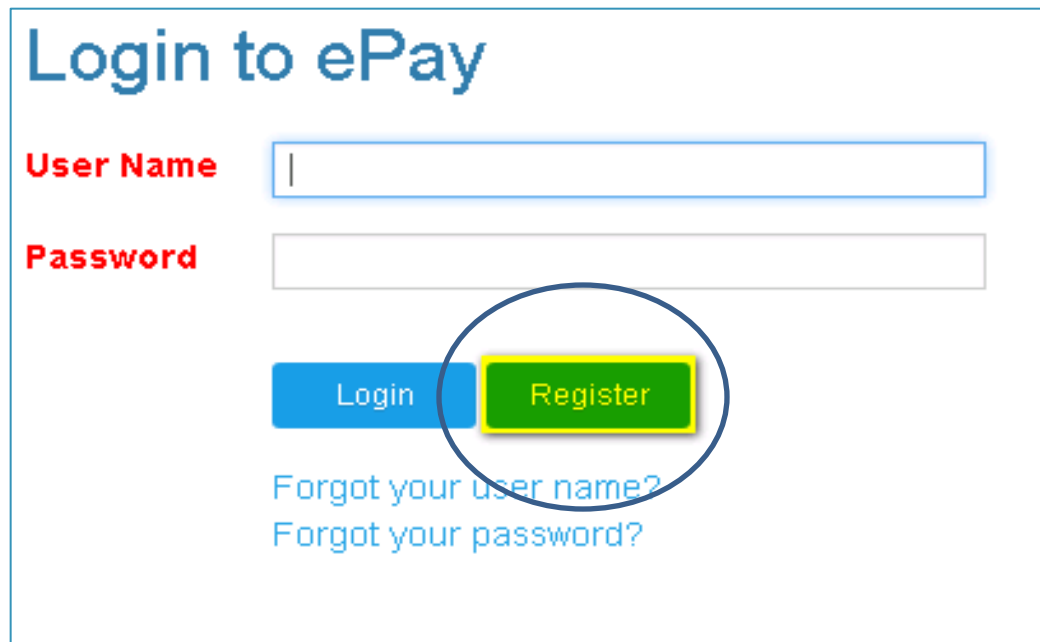


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# 1. Registering on ePay

- You will see the 'Register' button appear when you log onto the ePay site and can then register as a user to pay and view your invoices.



The image shows a screenshot of the ePay login page. The title is "Login to ePay". Below the title, there are two input fields: "User Name" and "Password". Below the input fields, there are two buttons: "Login" (blue) and "Register" (green). The "Register" button is circled in blue. Below the buttons, there are two links: "Forgot your user name?" and "Forgot your password?".

- Enter your Customer number. You can find this on your statement here:



Charlotte County Airport Authority  
28000 A-1 Airport Road  
Punta Gorda, FL 33982

## STATEMENT

Date:	7/1/2019
Account:	FBO-FUEL
Amount Paid:	



## Account Registration

Fill in the below information to receive an e-mail to activate your account

Customer Number

Email

Submit

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- Enter the email address where you receive your statements.

You will receive an email with instructions to proceed.

After you click the link in your email the registration window will pop up.

Your email address will be auto filled.

Choose a username for yourself

Choose a password. Must be at least 8 characters.

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## Registration

Provide your email, desired username and password to complete your registration

**Email**

**User Name**

**Password**

**Confirm Password**

Register

Cancel

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## 2. Online Bill Pay

### 2.1 View and Pay Outstanding Invoice(s)

- Login to the ePay site
- By default, you should be on the 'Make Payment' page

**NODUS** Technologies, Inc.

Make Payment    Installment Contracts ▾    AutoPay ▾    ☰ ▾    CSR: noduscsr ▾

Make Payment

Customer Number

Outstanding Invoices

- Under the 'Pay' column select the outstanding invoice document that needs to be paid and click 'Next>>' button.

Make Payment

Outstanding Invoices

Clear Selected    Select All

Invoice Number	Invoice Date	Due Date	Invoice Amount	Balance	Pay	Amount
<a href="#">STDINV2540</a>	4/12/2017	5/12/2017	\$0.13	\$0.13	<input checked="" type="checkbox"/>	0.13
<a href="#">DEBIT000000000003</a>	4/12/2017	4/12/2017	\$15.00	\$15.00	<input checked="" type="checkbox"/>	15.00
<a href="#">STDINV2544</a>	4/12/2017	5/12/2017	\$272.04	\$272.04	<input type="checkbox"/>	272.04
<a href="#">STDINV2560</a>	4/12/2017	5/12/2017	\$11.77	\$11.77	<input type="checkbox"/>	11.77
<a href="#">SALES00000001006</a>	4/12/2017	5/12/2017	\$1.07	\$0.07	<input type="checkbox"/>	\$0.07
<a href="#">SALES00000001007</a>	4/12/2017	5/12/2017	\$1.07	\$0.07	<input type="checkbox"/>	\$0.07
<a href="#">STDINV2561</a>	4/12/2017	5/12/2017	\$1.35	\$1.35	<input type="checkbox"/>	\$1.35
<a href="#">STDINV2562</a>	4/12/2017	5/12/2017	\$5.35	\$5.35	<input type="checkbox"/>	\$5.35
<a href="#">STDINV2543</a>	4/12/2017	5/12/2017	\$269.90	\$269.90	<input type="checkbox"/>	269.90

**Selected Transactions**

Invoice Number	Balance	Payment
DEBIT000000000003	\$15.00	\$15.00
STDINV2540	\$0.13	\$0.13

Prepayment Amount:

- You should now be on the 'Review & Pay' page
- Under 'Wallet Entry/Edit Information' section enter 'Card Type' > enter 'Credit Card Number', enter 'Exp.Date (MM/YY)', enter 'Account Holder Name' > click 'Save to wallet' (optional)  
(Note: If a credit card has been already saved select a 'Payment Options')

**Wallet Entry/Edit Information**

Credit Card  E-Check

**Wallet ID:** Primary

**Card Type:** Visa

**Credit Card Number:** XXXXXXXXXXXXX1111

**Exp. Date (MM/YY):** 12 / 2023

**Account Holder Name:** Bob Fitz

- Select '**Pay Now**' > click 'Submit'

Pay Now

Pay Later

Cancel Submit

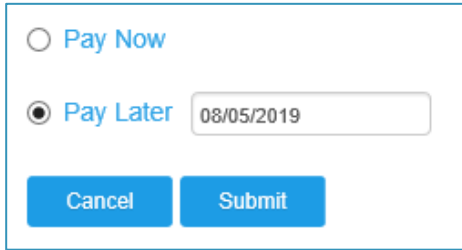
## 2.2 Paying Outstanding Invoice

- Login to the ePay site
- By default, you should be on the 'Make Payment' page
- Under the 'Pay' column select the outstanding invoice document that needs to be paid and click 'Next>>' button
- You should now be on the 'Review & Pay' page
- Under 'Wallet Entry/Edit Information' enter 'Card Type', 'Credit Card Number', 'Exp.Date (MM/YY)', and 'Account Holder Name'
- If a credit card has been already saved select a 'Payment Options'
- Select '**Pay Now**' > click 'Submit'

## 2.3 Scheduled Payments for Outstanding Invoice

- Login to ePay site
- By default, you should be on the 'Make Payment' page
- Under the 'Pay' column select the outstanding invoice document that needs to be paid and click 'Next>>' button
- You should now be on the 'Review & Pay' page
- Under 'Wallet Entry/Edit Information' enter 'Card Type', 'Credit Card Number', 'Exp.Date (MM/YY)', and 'Account Holder Name'

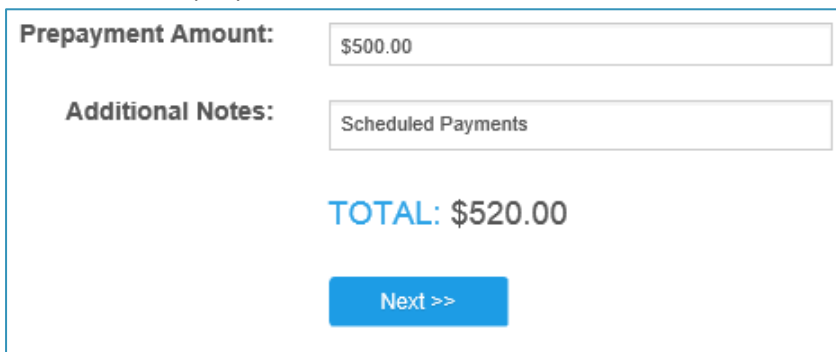
- If a credit card has been already saved select a 'Payment Options'
- Select '**Pay Later**' > Click 'Submit'



A screenshot of a payment options form. It features two radio buttons: 'Pay Now' (unselected) and 'Pay Later' (selected). To the right of the 'Pay Later' radio button is a text input field containing the date '08/05/2019'. At the bottom of the form are two blue buttons: 'Cancel' and 'Submit'.

## 2.4 Scheduled Prepayments

- Login to ePay site
- By default, you should be on the 'Make Payment' page
- Enter the 'Prepayment Amount' > click 'Next >>'



A screenshot of a scheduled prepayment form. It has two input fields: 'Prepayment Amount:' with the value '\$500.00' and 'Additional Notes:' with the value 'Scheduled Payments'. Below these fields, the text 'TOTAL: \$520.00' is displayed in blue. At the bottom center is a blue button labeled 'Next >>'.

- Under 'Wallet Entry/Edit Information' enter 'Card Type', 'Credit Card Number', 'Exp.Date (MM/YY)', and 'Account Holder Name'
- If a credit card has been already saved select a 'Payment Options'
- Select '**Pay Later**' > Click 'Submit'




## 2.5 View scheduled payments

- Login to ePay site
- On the menu tab select your profile name and select 'Scheduled Payments'

CSR: noduscsr

- Account Summary
- Apply Credits
- Process Prepayment
- Scheduled Payments**
- Manage Additional Logins
- Profile
- CSR Profile
- Logout

### Scheduled Payments

AARONFIT0001   
Aaron Fitz Electrical

ACTION	SCHEDULED DATE	PAYMENT NUMBER	AMOUNT	PROCESS STATUS	SOURCE
<a href="#">Cancel</a>	6/1/2018	<a href="#">WEBPMT0000000003</a>	\$500.00	Scheduled	Regular

## 3. AutoPay

### 3.1 Create a new AutoPay contract

- Login to ePay site
- On the menu tab click on 'AutoPay' and click on 'New AutoPay Contract'
- Select 'Currency' > select 'Payment Option' > enter 'First Payment Date' > select 'End Date' > select 'Frequency' > select 'Payment Method' > click 'Save'

### New AutoPay Contract


**Memo:**

**Payment Option:**  Fixed Amount   
 Based on Invoice Due Date

**First Payment Date:**

**End Date:**  No end date  
 Ends after:  Occurrence  
 Ends by:

**Frequency:**  ▼

**Payment Method:**   
XXXXXXXXXXXXXXXX1111  
12/2023

### 3.2 View existing AutoPay contract

- Login to ePay site
- On the menu tab click on 'AutoPay' and click on 'Existing AutoPay Contract'
- Under 'CONTRACT' click on the contract  
(Note: You may **EDIT** 'Active' status contract to update the necessary information)

## 4. Wallet

### 4.1 Creating wallets

- Login to ePay site.
- On the menu tab select 'Wallet'.
- Click '+Add New Entry' and click on 'Credit Card'



- **Credit Card:** Enter the following 'Wallet ID', 'Card Type', 'Credit Card Number', 'Exp. Date (MM/YY)', 'Account Holder Name' and click 'Save'

## Add Wallet X

Credit Card  E-Check

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**Wallet ID:**

**Card Type:**

**Credit Card Number:**

**Exp. Date (MM/YY)**   /

**Account Holder Name:**

**Street:**

**Street 2:**

**City:**

**State:**

**Zip Code:**

**Country:**

Set as Default

## 4.2 Modifying wallets

- Login to ePay site
- On the menu tab select 'Wallet'
- Under the 'Action' column > click 'Edit' icon > update the necessary information needed to be changed > click 'Save'

## 4.3 Deleting wallets

- Login to ePay site
- On the menu tab select 'Wallet'
- Under the 'Action' column > click 'Delete' (trash bin icon) > click 'OK'

## 5. Account Summary Report

### 5.1 Invoice history

- Login to ePay site
- On the menu tab click on 'Invoice History'

### 5.2 Payment history

- Login to ePay site
- On the menu tab click on 'Payment History'

### 5.3 Account Summary

- Login to ePay site
- On the menu tab select your profile name and select 'Account Summary'
- You can now view your 'Account Summary'

## 6. Password Reset

### 6.1 Password Reset

- Login to ePay site
- On the menu tab select your profile name and select 'Profile'
- On the 'Reset Password' section you can enter the 'New Password' and 'Confirm Password' field and click 'SAVE'

**RESET PASSWORD**

**New Password:**

**Confirm Password:**

**SAVE**