

Electronic Invoicing Account Set-up

***Red Denotes Required Fields**

Company Name*: _____

Customer # (if known)*: _____

Primary Contact Name*: _____

Phone Number*: _____

The primary user must select one of the following options for invoice notification*:

I want an email notification sent to me when new invoices are uploaded to my account (at a maximum, one email per day)

I want the invoice PDF files attached to the email notification when new invoices are uploaded to my account (at a maximum, one email per day with all PDF attachments in a single email)

Primary User Access*:

User Name (first & last): _____

User email address: _____

Requested User Name: _____

Below, you may request access for secondary users and you must choose one of the following account options for each user: access only (view, print, email and download invoices at your leisure), email notification sent when invoices are uploaded to the account, or email notification with attached PDF files when new invoices are uploaded to the account

Secondary Users:

User Name (first & last): _____

User email address: _____

Requested User name: _____

Account Function: (Must choose one)

Access only (view, print, email and download invoices at your leisure)

Email notification sent when invoices are uploaded to the account

Email notification with attached PDF files when invoices are uploaded

Add more secondary users on page 2

User Name (first & last): _____

User email address: _____

Requested User name: _____

Account Function: (Must choose one)

Access only (view, print, email and download invoices at your leisure)

Email notification sent when invoices are uploaded to the account

Email notification with attached PDF files when invoices are uploaded

User Name (first & last): _____

User email address: _____

Requested User name: _____

Account Function: (Must choose one)

Access only (view, print, email and download invoices at your leisure)

Email notification sent when invoices are uploaded to the account

Email notification with attached PDF files when invoices are uploaded

User Name (first & last): _____

User email address: _____

Requested User name: _____

Account Function: (Must choose one)

Access only (view, print, email and download invoices at your leisure)

Email notification sent when invoices are uploaded to the account

Email notification with attached PDF files when invoices are uploaded