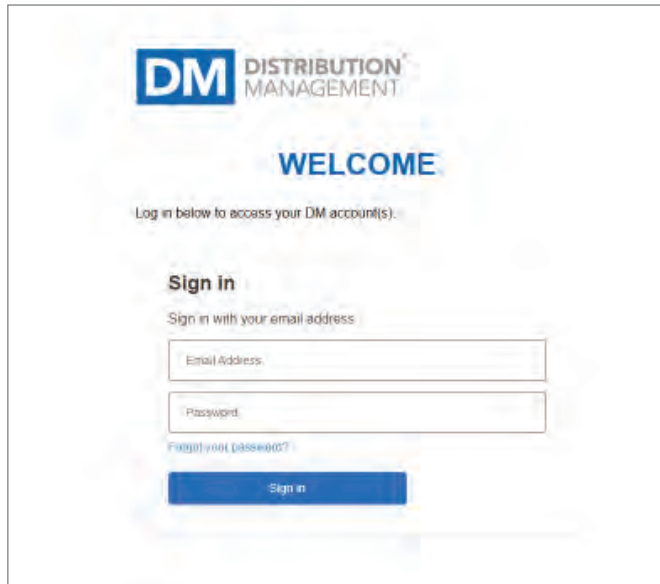


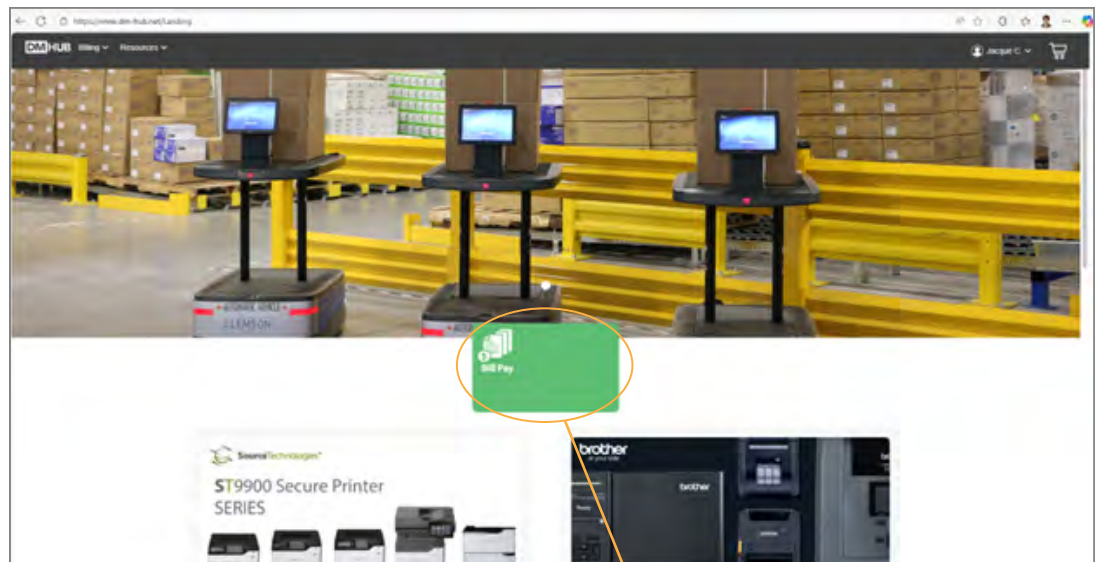
BILL PAY USER GUIDE



- Access the bill pay website via the [DM Hub](#).



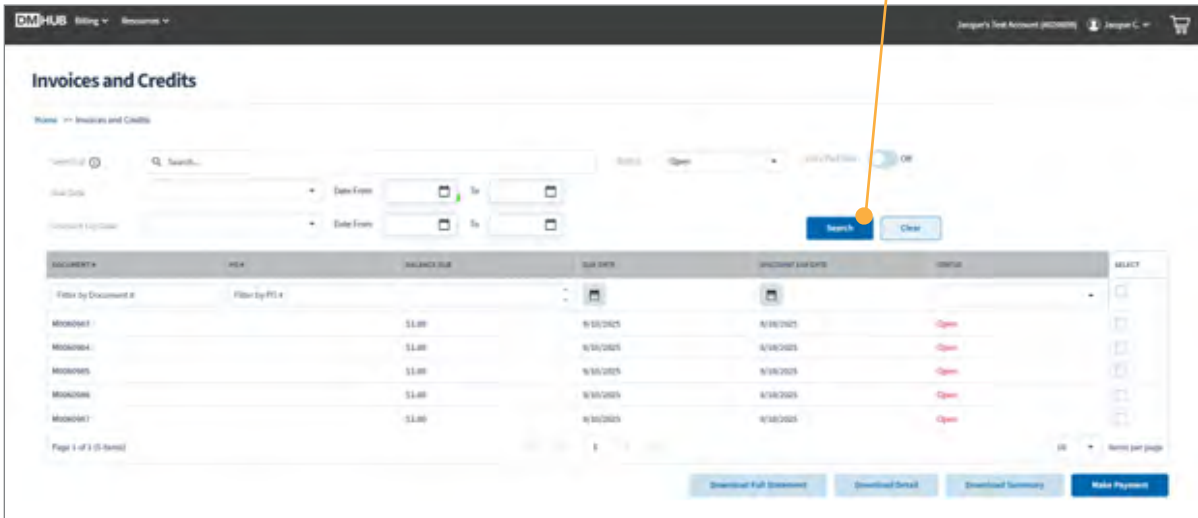
- After signing in, you will be directed to the DM Hub main screen.



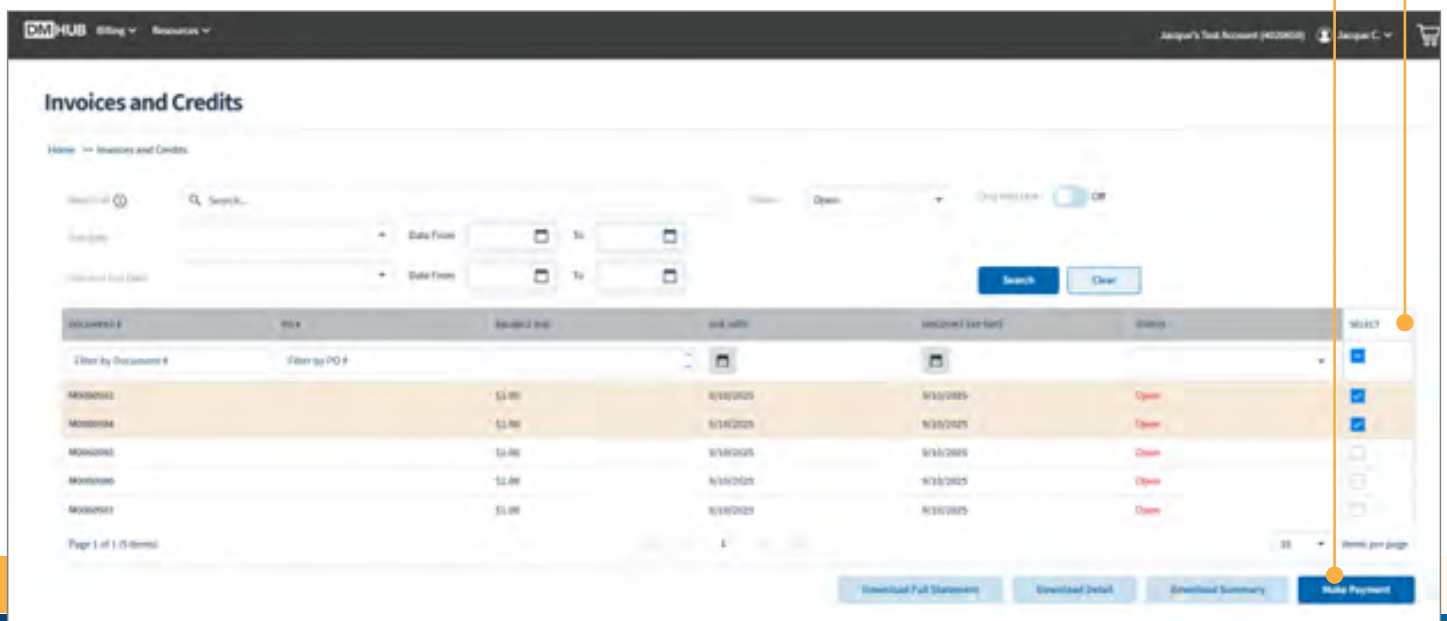
- Navigate to **"Billing"** in the upper left corner or click the **green "Bill Pay" box** in the center of the screen. Then select **"Make a Payment."**



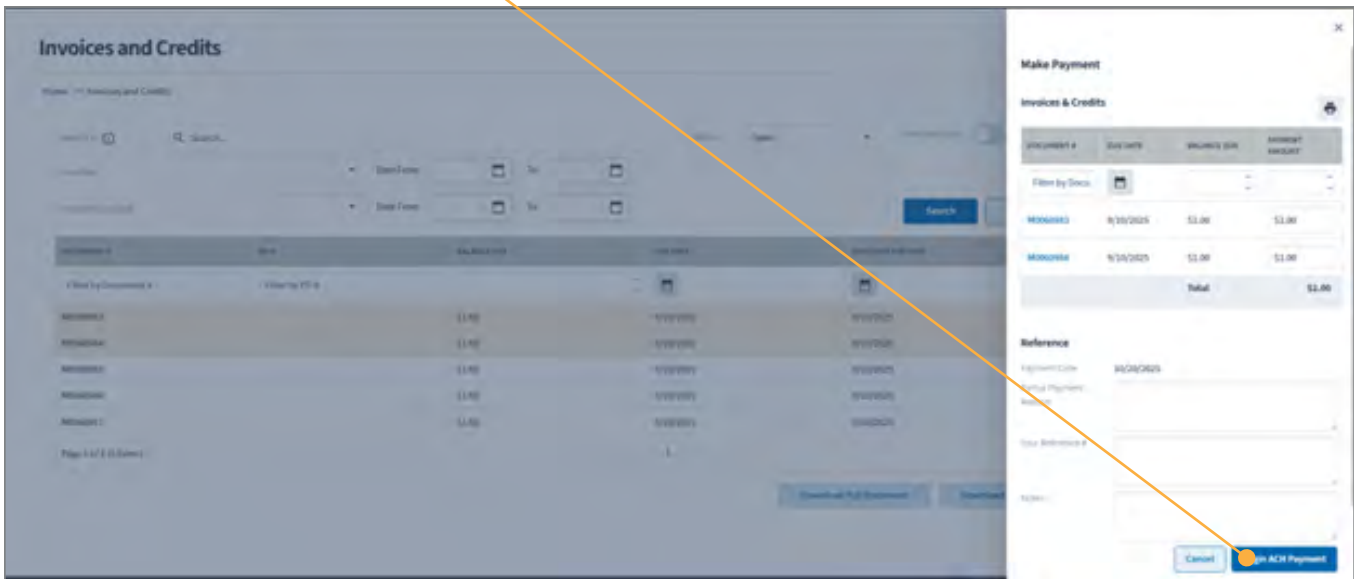
- The Invoices and Credits screen will display, showing all available invoices. You can search for paid and unpaid invoices, credits, open payments, and debit memos. You can search using various filters, including:
 - PO #'s
 - Invoice #'s
 - Open or Closed
 - Due Date
 - Discount Expiration Date (if applicable)
 - Past due or not past due invoices
 - After entering your search criteria, be sure to click **"SEARCH."** Do not press enter.



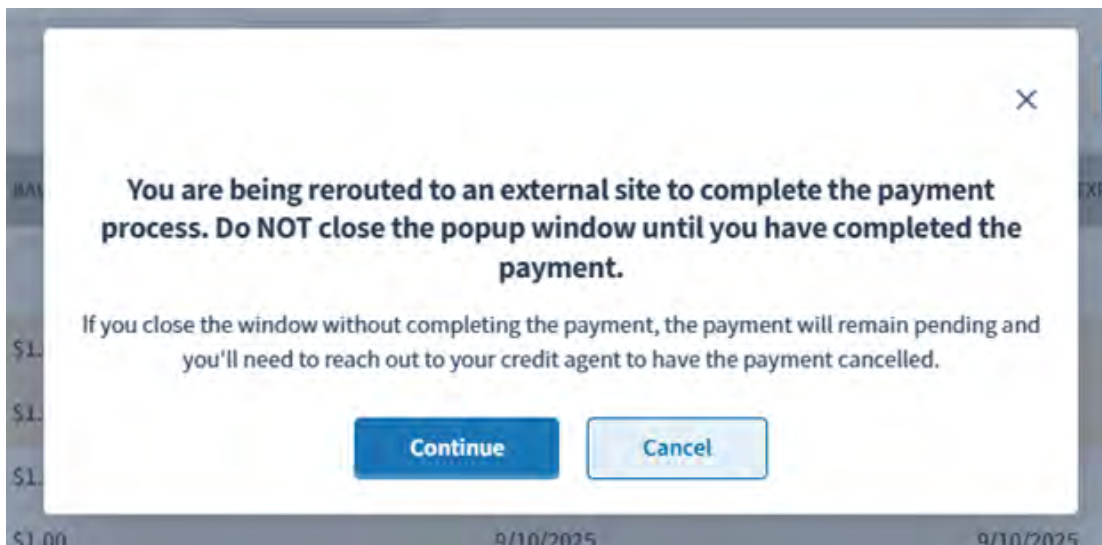
- After viewing your search results, you can select all invoices by clicking the **"Select"** checkbox or choose individual items manually. To exclude specific invoices after selecting multiple, simply uncheck the boxes next to those items.
- Once you have selected all the documents you wish to pay, click the **"Make Payment"** button to proceed.



- On the next screen, you can enter a reason for a partial payment, add a reference number, or include notes for the transaction. When you are ready, click **"Begin ACH Payment"** to continue.



- A pop-up box will appear notifying you that you are being redirected to an external site (US Bank) to complete your payment. Do not close this window unless you intend to cancel the transaction. To proceed, click **"Continue."** If you do not wish to complete the payment, click **"Cancel."** Do not use the "X" in the upper right corner.



- On the following screen, under “**Schedule Payment**,” the below information will be pre-filled for you. Review the information carefully, and if everything looks correct, click “**Continue**” to proceed.

JACQUE'S TEST ACCOUNT | 5016071

DM DISTRIBUTION MANAGEMENT[®]
we supply trust

Account Summary Payments

Schedule Payment Manage Funding Sources View Payment Activity

Please note: Online Bill Pay will NOT process payments without your authorization.

Enter Information

Select payment type: One Time

Funding Account Number: 10 comm - Bank A/C - xxxx1006

Payment Date (mm/dd/yyyy): 10/20/2025

Amount: Total Selected Invoice Amount (\$2.00)

Cancel Continue

- You will then be prompted to confirm your payment. If you need to make changes, click “**Edit**.” To cancel the transaction, click “**Cancel**.”

JACQUE'S TEST ACCOUNT | 5016071

DM DISTRIBUTION MANAGEMENT[®]
we supply trust

Account Summary Payments

Schedule Payment Manage Funding Sources View Payment Activity

Please verify your scheduled payment information. If you would like to schedule this payment, click Confirm. If you would like to make changes to the scheduled payment information, click Edit. If you do not want to schedule this payment, click Cancel.

Payment Details

Payment Type: One Time

Payment Date: 10/20/2025

Payment for Account: 5016071

Payment from Account: Checking - xxxx1006

Payment Amount: \$ 2.00 - (Total Selected Invoice Amount)

Cancel Edit Confirm

- On the US Bank site, you can view both current and past payment activity.

Account Summary
Payments

[Account Summary](#) [My Profile](#) [Cancel Online Bill Pay Service](#)

Information about your current bill is shown below. If you want to view a billing statement select the appropriate View Statement link below. To make a payment select the Schedule Payment button below.

Current Bill for Account Number **JACQUE'S TEST ACCOUNT 5016071**

Total Selected Invoice Amount

\$ 2.00 Schedule Payment

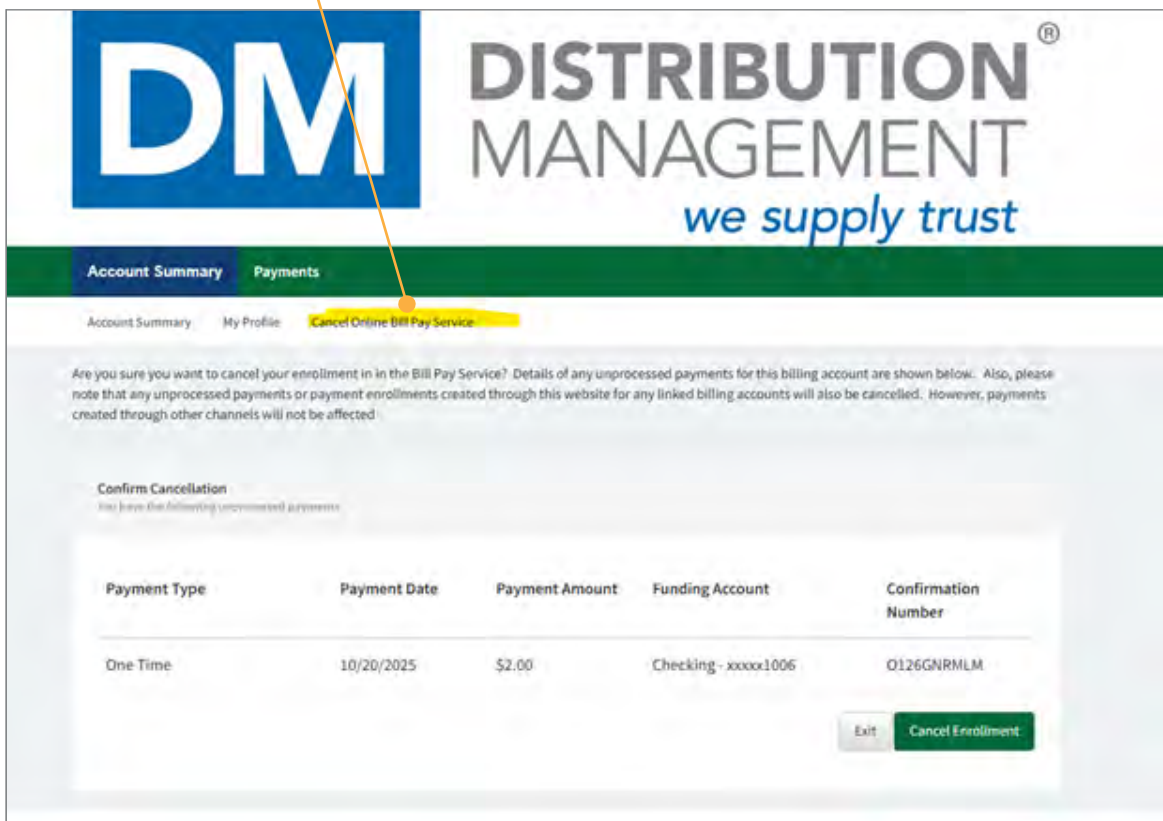
Scheduled Payments
The following are One Time Recurring Payments

Confirmation Number	Payment Type	Scheduled Date	Funding Source	Total Amount
O126GNRMLM	One Time	10/20/2025	Checking - xxxx1006	\$2.00

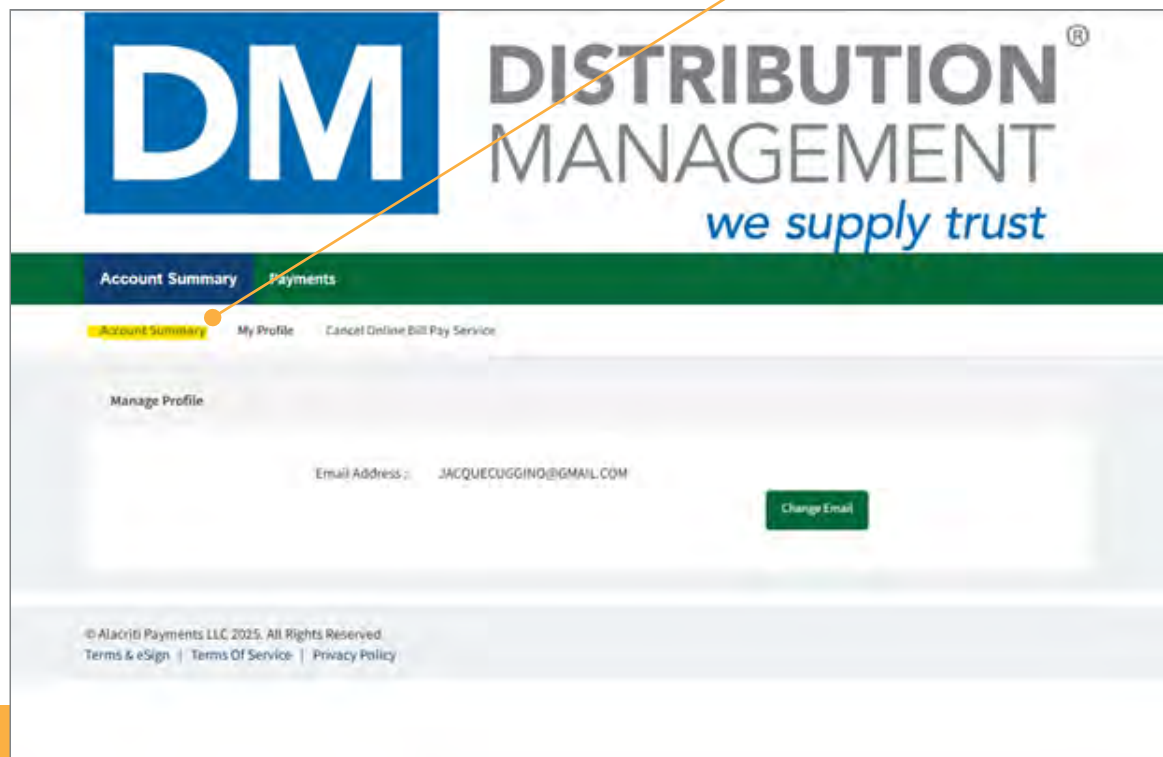
Processed Payments
The following are Processed Payments

Confirmation Number	Payment Type	Scheduled Date	Funding Source	Total Amount	Payment Status
O1DS6C14MM	One Time	07/23/2025	Checking -	\$1.00	Processed

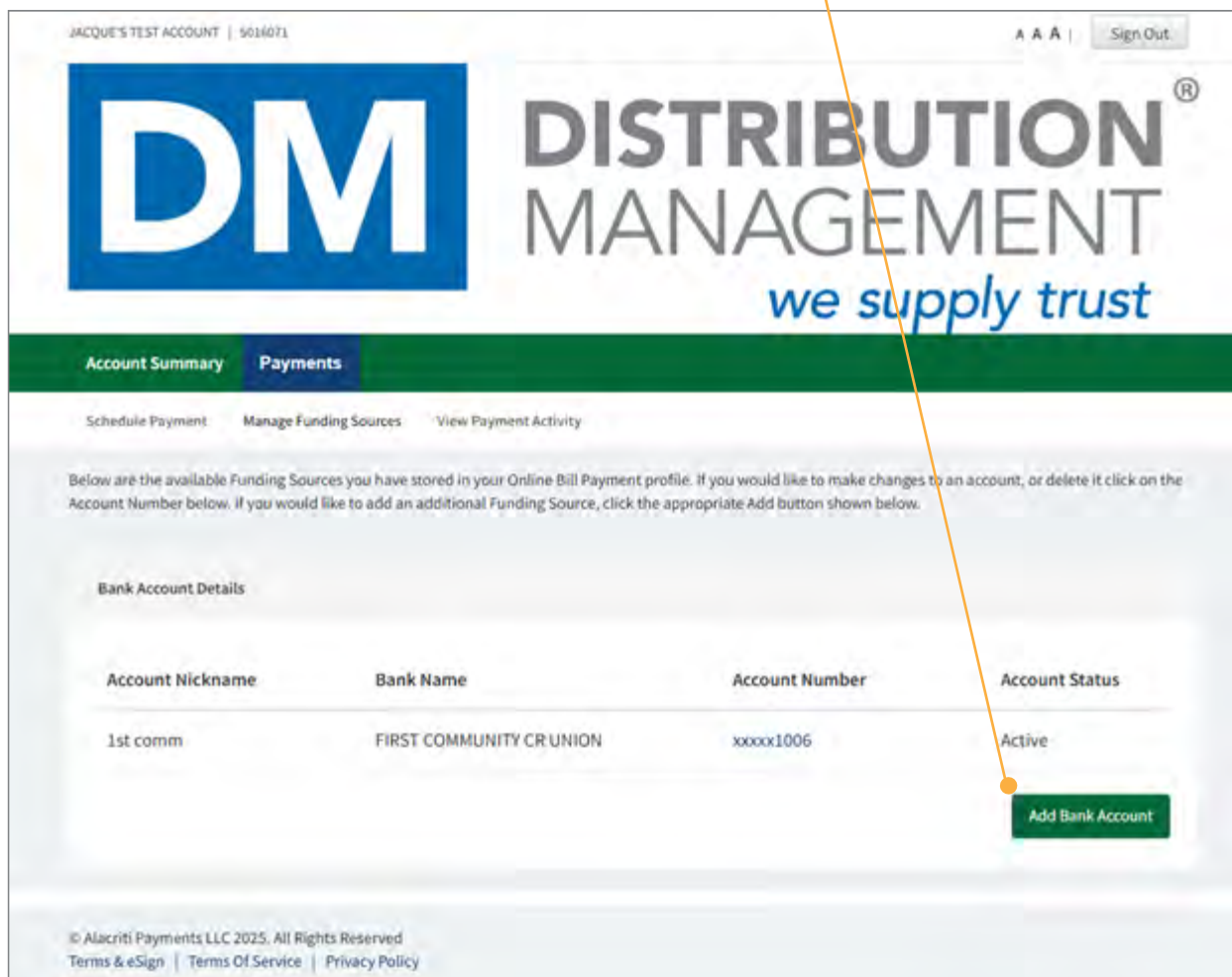
- You can also cancel your enrollment in the Bill Pay Service by clicking **“Cancel Online Bill Pay Service”** followed by clicking **“Cancel Enrollment.”**



- You can change your email address under the **“Account Summary”** tab.

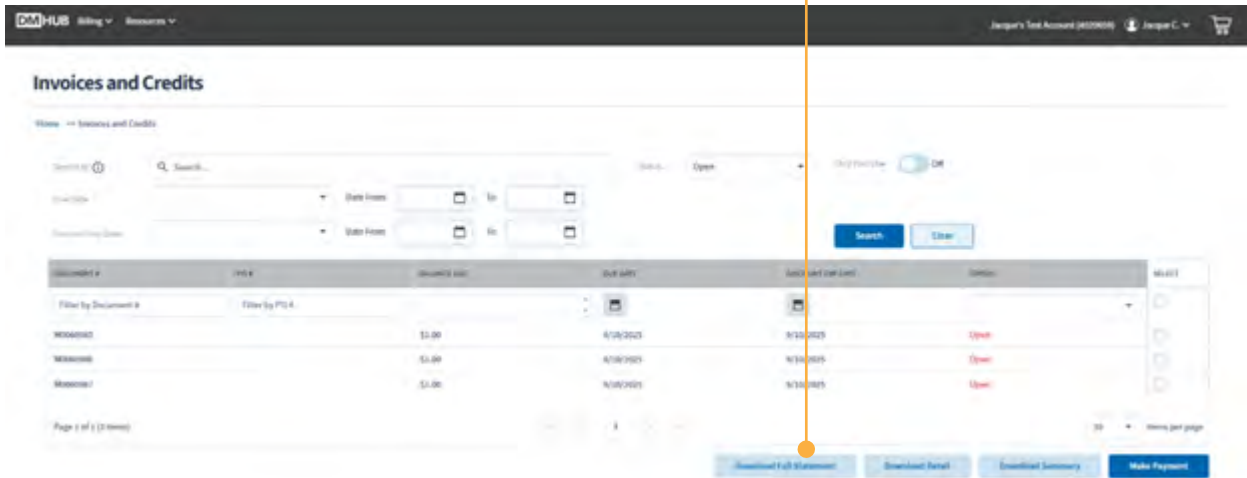


- To add your bank account information, go to “**Payments**,” select “**Manage Funding Sources**,” then click “**Add Bank Account**.” To make changes to your current account, click on the account number.

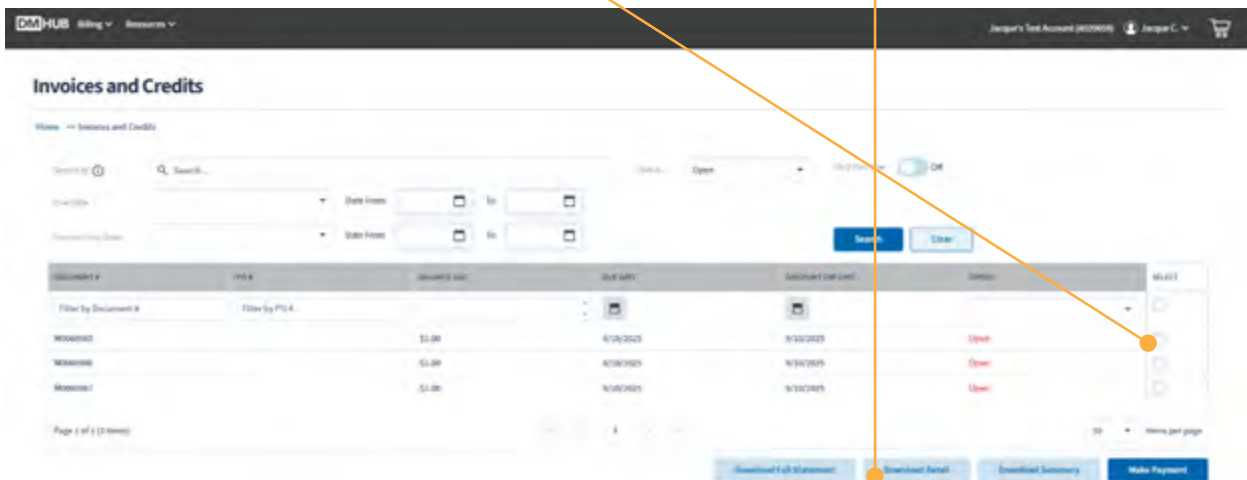


- Once you have completed the payment on the US Bank site, click “**Sign Out**” to return to the DM Hub. Alternatively, you can simply close the US Bank pop-up window.

- From the DM Hub site, you can **download your own statement**. Please note that statements reflect account activity as of the date and time they are pulled. If you have just made a payment, it will not appear until it has been batched.



- You can print copies of your invoices, credits, debit memos, and open payments by **clicking on the invoice** you need and selecting "**Download Detail**." You can also select multiple items at once to print them all together.

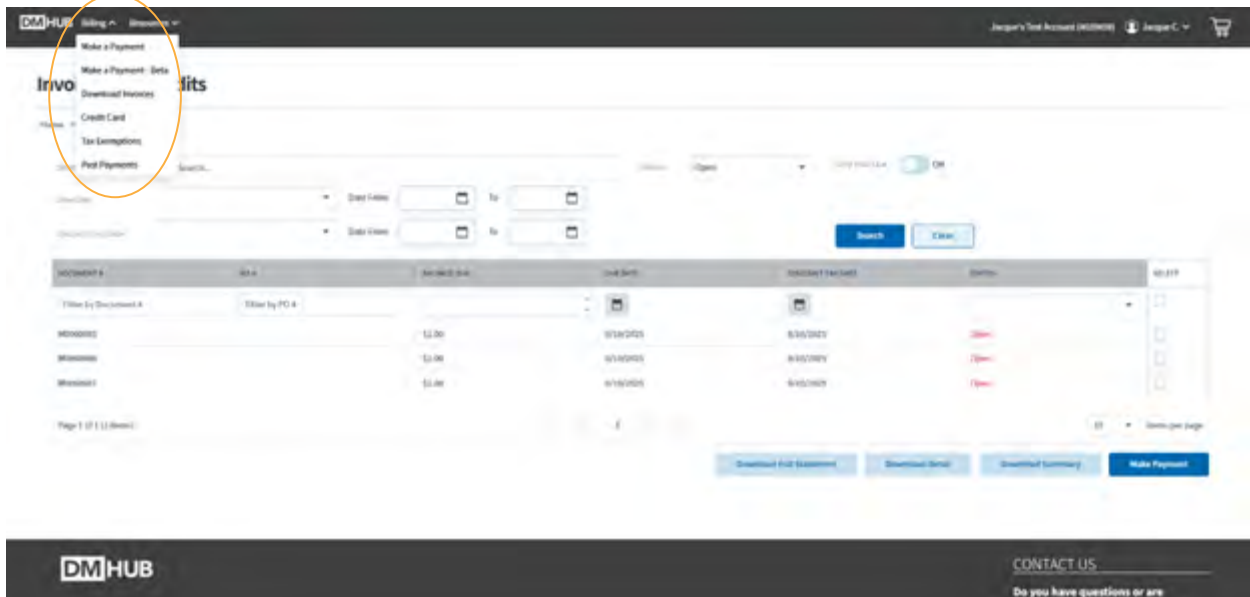


- You can download a summary of your payment and any applied credits by clicking **“Download Summary.”** This will generate the report below.

Summary Billing - Order List				
Bill To ID: 15048213				
Invoice/Order Number	Invoice Date	PO Number	Payment Due Date	Total Invoice Amount
	09/09/2025		09/10/2025	\$1.00
	09/09/2025		09/10/2025	\$1.00
	09/09/2025		09/10/2025	\$1.00
				\$3.00

Company Confidential - Report ID: 5219P

- From the main DM Hub site, click on the **“Billing”** tab to access the following features:
 - Download invoices
 - Make a credit card payment
 - Enter tax exemption information
 - Search past payments



- If you have multiple accounts under one username, you can toggle between them to view specific account details. To switch accounts, **click on your name**, then click the additional dropdown in the menu.
- The dropdown menu will display a list of all bill-to accounts associated with your user profile, allowing you to easily switch between them.

