DM DISTRIBUTION® MANAGEMENT

electronic PAYMENT CENTER

Website Manual

https://billpay.distributionmgmt.com

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Logging on to the Distribution Management Bill Pay Website

Welcome

Safe, convenient and *fast!* Welcome to the Distribution Management Electronic Payment Center!

Enter your user name and password below and log in to begin working with your open invoices.

New users, click on the link below to begin. Registration is fast and simple: just select your user name, enter your Distribution Management account number (and zip code for verification purposes), and you're ready to go.

If you are paying using your checking account, after selecting the invoices to be paid, you will be transferred to the secure US Bank site to complete the payment. You can be assured that your sensitive account information is safe on a site maintained by a major financial institution—US Bank meets the highest standards for e-commerce security.

Browser requirements: Internet Explorer 8 or higher, or current versions of Firefox or Chrome.

Payments made after 5:00 pm Central Time will be processed the following day.

Login

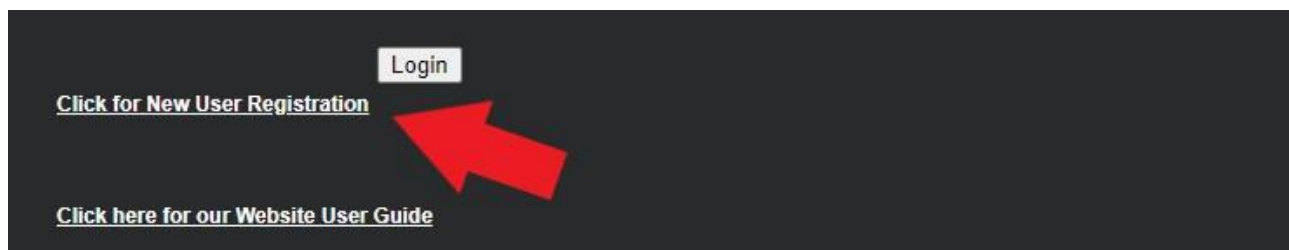**Click for New User Registration**

Click here for our Website User Guide

STEP 1 - Navigate to Website

https://billpay.distributionmgmt.com

**Due to security reasons, you cannot share an email address when registering for the website. All passwords are unique to a specific email address.

STEP 2 - New User Registration

New users will be required to complete the "New User Registration." Select the "Click for New User Registration" link provided.
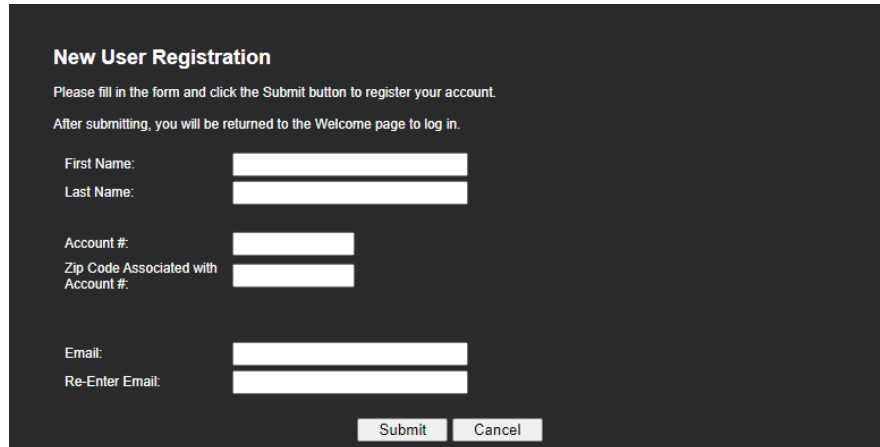
STEP 3 - Entering New User Information

Please fill in the fields of the "New User Registration" page. All fields on the "New User Registration" page are required.

Note
If a field has incorrect information, a red dot will highlight the information field. Please make the changes to correct the identified information.

New User Registration

Please fill in the form and click the Submit button to register your account.

After submitting, you will be returned to the Welcome page to log in.

First Name:

Last Name:

Account #:

Zip Code Associated with Account #:

Email:

Re-Enter Email:

Submit   Cancel

Once the information is entered, a window will pop up stating "Registration Successful."

Message from webpage

Registration successful.

OK
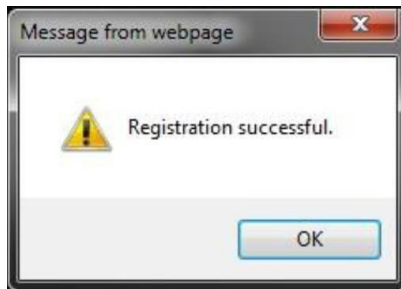
Click "OK" to continue. The website will redirect back to the main Welcome page.

Please log in to the website at this time and select 'Items to Print' or 'Pay Page.'

Search and/or Print All Billing Documents

Searching Invoices

Once on this screen, select how you will pay, **(ACH or Credit Card)** or **'View'** to print invoices. By selecting the drop-down menu for "Show Documents," you can view All, 50, 100, or 200 documents. *The website defaults to 200 documents for display.*

Enter your search criteria and click "Show Documents" to display any open invoices and credit memos.

If you are just wanting to print invoices, you will need to select "View Only." Once you are ready to pay, you will need to reselect "Pay with ACH" or "Pay with Credit Card".

You also have the option to enter a specific invoice number, PO or search by a due date or date range.

By clicking on the Invoice # or Due Date column headings in your search results, it will sort the documents by those columns.

Selecting Invoices to Make a Payment

Click the "Pay Now" check box on the right-hand side of the listed invoices to select a specific document to pay.

Invoice #	PO Number	Balance Due as of 10/7/2016	Balance Due	Due Date	Payment Amount	Pay Now
7192514 (Overpay)		($80.45)	($80.45)	9/21/2016	0.00	☐
7476930 (Overpay)		($146.70)	($146.70)	9/21/2016	0.00	☐
7476931 (Overpay)		($513.01)	($513.01)	9/21/2016	0.00	☐
623318	763	($41.96)	($41.96)	9/28/2016	0.00	☐
19281075	764	$1,699.78	$1,301.18	9/30/2016	0.00	☐
1925981001	760	$390.85	$390.85	10/1/2016	0.00	☐
1928105201	763	$75.29	$75.29	10/1/2016	0.00	☐
19281052	763	$360.57	$360.57	10/1/2016	0.00	☐
19295316	765	$609.96	$609.96	10/6/2016	0.00	☐
19301496	763	$41.96	$41.96	10/7/2016	0.00	☐
19333369	767	$96.36	$96.36	10/13/2016	0.00	☐
1933116801	766	$269.75	$269.75	10/13/2016	0.00	☐
19331168	766	$845.90	$845.90	10/13/2016	0.00	☐
					0.00	☐ All

Print Invoice List   Confirm   Cancel

You may also select "All" located at the bottom right of the listed invoices.

Invoice #	Original Amount Due	Balance Due as of 12/01/2009	Due Date	Payment Amount	Pay Now
1001200	$98.02	$98.02	11/15/2009	$98.02	☑
1001201	$164.76	$164.76	11/21/2009	$164.76	☑
1001202	$56.35	$56.35	11/30/2009	$56.35	☑
1001203	$402.93	$402.93	12/05/2009	$402.93	☑
1001204	$232.84	$232.84	12/09/2009	$232.84	☑
1001205	$1007.62	$1007.62	12/11/2009	$1007.62	☑
1001206	$121.17	$121.17	12/15/2009	$121.17	☑
1001207	$79.41	$79.41	12/20/2009	$79.41	☑
1001208	$343.56	$343.56	12/22/2009	$343.56	☑

$2506.66   ☑ All

You can also print the invoice list to keep for your records. To print the list, select the "Print Invoice List" button at the bottom left side of the "Select Items to Pay" screen. This will launch a default printing window.

Select "Print" to send the document to the default printer.

Select "Confirm" to continue with the payment process.

Select "Cancel" to return to the home page.

Select Items to Pay

Enter your search terms and click Show Documents to display your open invoices and credit memos. Click the Invoice # or Due Date column headings to sort by those columns. Click the Pay Now check box to select the document.

Invoice #: _____   Show [All ▾] Documents
Due Date: _____ ▾   To: _____ ▾
Discount Exp. Date: _____ ▾   To: _____ ▾
PO Number: _____

[Show Documents]

Invoice #	PO Number	Balance Due as of 3/31/2016	Balance Due	Due Date	Payment Amount	Pay Now
10000001		$254.51	$154.51	1/30/2016	154.51	✔
10000002		$283.00	$183.00	1/30/2016	183.00	✔
10000003		$1,227.24	$1,227.24	1/30/2016	1227.24	✔
10000004		$1,598.34	$1,598.34	1/30/2016	1598.34	✔
10000005		$140.04	$140.04	2/4/2016	140.04	✔
10000007	PO2351	$65.04	$65.04	2/5/2016	65.04	✔
10000008	PO2357	$81.44	$81.44	2/5/2016	81.44	✔
10000009		$126.70	$126.70	2/12/2016	126.70	✔
10000010	PO2402	$214.84	$214.84	2/13/2016	214.84	✔
10000011		$92.00	$91.54	4/22/2016	91.54 *	✔
10000012	PO2379	$1,000.00	$995.00	4/29/2016	995.00 *	✔

*Early-pay discount applied   4877.69   ☑ All

○ Pay With ACH   ● Pay With Credit Card

[Print Invoice List]   [Confirm]   [Cancel]

Submitting Payment to Distribution Management Using ACH

Upon confirming the invoices to pay, the website will direct you to the "Submit Payment" screen. Please enter any Reference Number and Notes to accompany the payment.

When finished entering the Reference Number and Notes, select the "Submit" button to continue to the US Bank portion of the payment transaction.

Submitting Payment with US Bank

To continue with the Distribution Management payment submission, you are required to confirm payment with US Bank. At this time, you will be directed to the US Bank portion of the website.

You will be required to agree to the Terms and Conditions. To do this, thoroughly read and then scroll to the bottom of the page and select "I Agree".

General Provisions

This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement, and all prior agreements, understandings and representations concerning such subject matter are canceled in their entirety. Notwithstanding the foregoing, this Agreement is in addition to any other agreements between you and us. If there is a conflict between the terms and conditions of this Agreement and one or more terms contained in another agreement between you and us, this Agreement will control. We shall not, by the mere lapse of time, without giving notice or taking other action, be deemed to have waived any of our rights under this Agreement. No waiver by us of a breach of this Agreement shall constitute a waiver of any prior or subsequent breach of this Agreement. This Agreement shall be construed equally against the parties regardless of who is more responsible for its preparation. If there is a conflict between a part of this Agreement and any present or future law, the part of this Agreement that is affected shall be curtailed only to the extent necessary to bring it within the requirements of that law. We may assign our rights and/or delegate all or a portion of our duties under this Agreement to a third party.

I HAVE READ AND UNDERSTAND THE FOREGOING AGREEMENT AND AGREE TO BE BOUND BY ALL ITS TERMS.

[I Decline]   [I Agree]

Once you "Agree," you will be redirected to an email verification page.

Enroll

Terms   **Email**   Confirm

Please provide your email address to enroll for Paperless Billing, so we can notify you when new statements are ready and also send you other notifications about activity on your account.

Email Verification

Email Address* :   [   ]

Confirm Email Address* :   [   ]

[Cancel]   [Submit]

After submitting your email for verification, you will be taken to the Account Setup page.

10

Please select the Funding Source which you want to add

Add Funding Source Account

Memo_____
⑈080989430⑈   ⑈0144098043⑈   1436
Routing Number   Account Number

Bank Account Details

Personal Account Nickname :	[ ]
Name on the Account* :	[ ]
Personal or Commercial Account* :	○ Personal Bank Account
	○ Commercial Bank Account
Account Type* :	-Select- ⌄
Routing Number* :	[ ]
Confirm Routing Number* :	[ ]
Account Number* :	[ ]
Confirm Account Number* :	[ ]

Please enter a description or name for this account (e.g., "John's Checking Account").

Cancel   Continue

The final step to setting up your account will be verifying the information you just submitted.

Verify Add Funding Source Account

Name on the Account :	Test Testing
Personal Account Nickname :	Test
Account Type :	Checking
Routing Number :	011200365
Account Number :	xx3456

Cancel   Edit   Continue

You should get a successful setup message once this is complete. Click the 'Schedule Payment' button to continue to the payment process. This account setup is only required the first time you access the BillPay website.

Online Bill Pay Enrollment Successful

✔ Welcome to Online Bill Pay system

Account Summary   Schedule Payment

Once you click "Schedule Payment," you will be redirected to the next screen which is confirming the payment details you selected on the Distribution Management site.

Enter Information

Select Payment Type* :   ● One Time

Funding Account Number* :   Test Bank A/C-xx3456 ⌄

Payment Date (mm/dd/yyyy)* :   08/16/2021

Amount* :   ● Total Selected Invoice Amount ($115.51)

[Cancel] [Continue]

From here, please click on "Continue" and you will be asked to confirm or edit your payment on the next page. If you select "Edit," it will return you to the verification page. If everything looks correct, please click "Confirm".

Payment Details

Payment Type :   One Time

Payment Date :   08/16/2021

Payment for Account :   5009971

Payment from Account :   Checking - xx3456

Payment Amount : $ 115.51 - (Total Selected Invoice Amount)

[Cancel] [Edit] [Confirm]

The next page will display the confirmation number from US Bank for this payment.

If you need a payment receipt, please print this page.

Payment Details

Confirmation Number :	ODP853XYTY
Payment Type :	One Time
Payment Date :	08/16/2021
Payment for Account :	5009971
Payment from Account :	Checking - xx3456
Payment Amount :	$ 115.51 - (Total Selected Invoice Amount)

[Print] [Make Another Payment] [Check Payment Status]

Note: Your payment will be posted to your account on the payment day that you selected, but it will not be reflected on the Account Overview page until the following day.

Once this is completed, please close the popup window by clicking the "X" in the top right corner. This will redirect to the Distribution Management website's payment confirmed page.

Payment Confirmed

Thank you for using the Distribution Management Electronic Payment Center.   Please use the "Past Payments" page for reprinting.

Once processing of your payment has been completed, you will have the ability to click on "Past Payments" and view individual invoices that have been paid.

Past Payments

Enter your search terms and click the Search button.

E-Payment Reference #:		SN Payment #:	
Bank Confirmation #:		Invoice #:	
Amount Paid From:		Amt Paid To:	
Date Paid From:	5/16/2021	Date Paid To:	

[Search]

	Processed Payments				
SN Payment #	E-Payment Reference #	Total Anount	Date	Number of Invoices	Keyed By
WBPY176569		$7,961.95	7/23/2021	44	
WBPY174815		$4,876.22	6/1/2021	32	

Adding a New Banking Source

To add a new banking source, select "Manage Funding Sources" from the "Payments" menu on the US Bank portion of the website and click "Add Bank Account".

Add account information and click "Continue". Follow the prompts to confirm the new banking source.

Submitting Payment to Distribution Management Using Credit Card ———

Upon confirming the invoices to pay, the website will direct to the "Submit Credit Card Payment" screen. Select a "Credit Card" to use in the dropdown.

**Please note: There will be convenience fee added for using the credit card feature.

Submit Credit Card Payment

Paying Item(s)

Invoice #	Balance Due	Payment	Due Date
307619856	$459.81	$459.81	5/6/2022
307645059	$1,002.31	$1,002.31	5/8/2022

* All Charges will be reflected as Distribution Management

Please Select Credit Card: [_____ ▾] Add New Card

Subtotal:	$1,462.12
Convenience Fee:	$43.86
Total:	$1,505.98

Submit   Cancel

If the credit card you would like to use has not yet been added, you may click on "Add New Card" button to add new credit card.

Once credit card is selected to use, you can click on "Submit" to complete the payment process.

Payment Queued

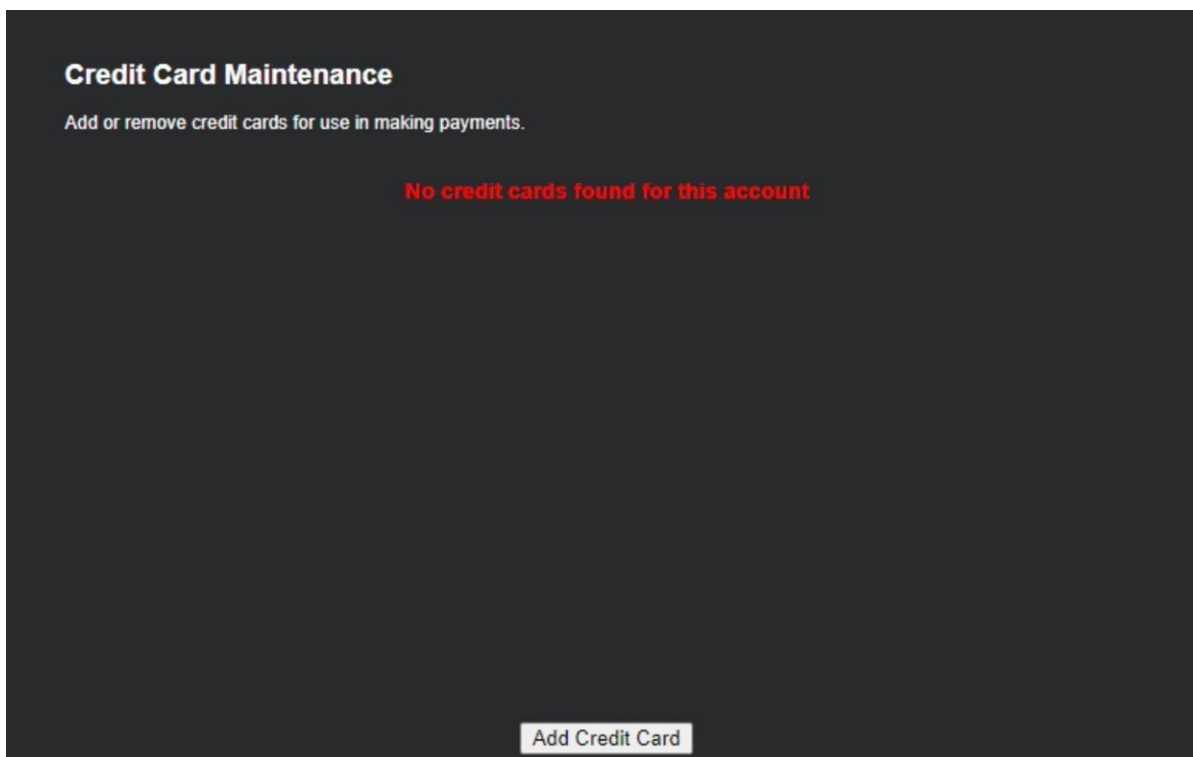Thank you for using the Distribution Management Electronic Payment Center.

We will process your request over night.

PLEASE NOTE THERE COULD BE A DELAY FROM THE TIME THAT YOU MAKE THE PAYMENT TO THE TIME AN ORDER CAN BE PLACED WHILE AUTHORIZATION IS BEING PROCESSED

Manage Credit Cards

You can click on "Credit Cards" on the menu on top to manage your credit cards.

On this page, you can click on "Add Card" to add new cards. You can also delete cards you no longer want to use.

Credit Card Maintenance

Add or remove credit cards for use in making payments.

No credit cards found for this account

Add Credit Card