Welcome to My Accounts On Line

- When accessing the site, you will be prompted for a login and password.
- When you log in with the username and password provided in the registration e-mail, the system will prompt you to create a new password. Your username is the email address you provided to us upon registration. **Please make note of your user ID and newly created password as these will be used to access the system in the future.** You will be able to view all accounts linked to that email address. **If your e-mail address should change or you have a change in personnel, please be sure to notify us so you can continue to use the site.**
- The list of accounts in which you have access will appear at the top of your screen. Included in that list is your credit limit and terms and your Martignetti Accounts Receivable Specialist along with an e-mail address and phone number should you have any questions regarding your accounts payable.

![Account List](image)

- By clicking on the Delivery Tab, you will see the days of the week we deliver to your area and the minimum delivery requirements.

![Delivery Tab](image)
- Click on the Sales Team Tab and click the box with the + in it to the left of the account name to see the sales reps assigned to your account along with their email address and phone.

- Click on my accounts and you will see options to export to Excel or PDF, refresh your screen or make a payment.
- By dragging any one of the column headings up next to the word Account, you can determine how you view this screen. The example shows the report listed by invoice due date.

- To change it back to the default screen, simply drag the Due Date box back down onto the grid.
- By clicking the box with the + in it to the left of the account name, you will open the account to show all transactions for that account. You can move to the next page by clicking on the page number or the forward arrow. If that is not visible, it simply means all your transactions are viewed on page one.

- Click on the magnifying glass to view a transaction.
- Click on the empty box next to the magnifying glass to select an invoice to pay or a credit to use. If there is no box visible, this means the invoice has already been paid.
- Click on Pay Now/On Account to pay that invoice.
- The screen then shows the balance due, the 10 day cash discount and the payment due.

NOTE:
- If you are paying outside of the 10 day window, the cash discount will not show on the screen.
- If you schedule a payment to occur outside of the 10 day window, the cash discount will not be figured in and it will calculate as a short payment requiring an explanation.
- If you short pay the invoice for any reason, the cash discount will not calculate, however if you are paying within the 10 day window, the cash discount will be manually applied when your payment is received.
- Once you have chosen all the invoices you wish to pay, click continue
Choose your bank account from the drop down list and click Continue.
- You have the capability of scheduling your payment date within 30 days of the current date. If you are paying today, there is no need to select a date.
- Click the drop down arrow under Select Payment Date and choose the date you wish to make payment.
- Click Continue
- You will see a summary page – check the box agreeing to the terms of online payments and click Submit Payment.

- You will then receive an email confirmation.

From: myaccounts@martignetti.com
Sent: Thursday, May 02, 2013 1:52 PM
To: Joe Smith
Subject: Payment Summary from myaccounts.martignetti.com

Online Payment Confirmation:

We received your request for an online payment in the amount of $1,108.80 to post to your ABC Liquors account(s) on Thursday, May 2, 2013.

Payments are made by ACH from your designated bank account.

The following transactions were part of this transaction:

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Payment</th>
<th>Comments</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>092798930</td>
<td>$1,108.80</td>
<td></td>
<td>ABC Liquors</td>
</tr>
</tbody>
</table>

Please keep the following confirmation number for your records: 383

Quality service and the security of your account are of great importance to us. If any of the above information is inaccurate, please contact us at 781.348.8000.

We appreciate each opportunity to serve you.

Sincerely,

Credit Department

Please Note: If you performed multiple account activities online within the past 48 hours you may receive separate confirmation emails.
- Click Continue to return to the main screen.

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Balance Due</th>
<th>Cash Discount</th>
<th>Payment</th>
<th>Comments</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>09278990</td>
<td>$1,120.00</td>
<td>$11.20</td>
<td>$1,108.80</td>
<td></td>
<td>ABC Liquors</td>
</tr>
</tbody>
</table>

Total Payment: $1,108.80

<table>
<thead>
<tr>
<th>#</th>
<th>Account Nickname</th>
<th>Bank Account Number</th>
<th>Bank Routing Number</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>testing add on fly</td>
<td>******4567</td>
<td>******7897</td>
<td>$1,108.80</td>
</tr>
</tbody>
</table>

Your payment # 383 in the Amount $1,108.80 was successfully submitted - Email Confirmation Sent

Continue
- If you are paying an amount different from the invoice amount, after choosing the invoice and clicking Continue, click the Edit button to the left of the invoice line.

- Enter in the amount you wish to pay and in the comments field, enter the reason for the discrepancy. **NOTE: This is a required field**
- Click Save
- Click Continue

- Proceed as instructed above to choose bank account and selected pay date to complete transaction.
- To Add a Bank Account:
- Click on the Bank Account Tab and click Add New Account
- Give the account a nickname to help you identify it. Ex: “Mashpee Sov. Bank”.
- Enter your bank account and routing number in the required fields, verify both of those numbers and click Update.
- To delete or modify an existing account, click the modify or delete button.

- By clicking on Payment History, you can see payments made on your account.
For assistance, click on the Help Tab. You will find a Printable User Guide, a “What’s New” guide for existing users and a copy of the Terms of On Line Payment.