# INSTRUCTIONS TO ACTIVATE YOUR PAYPRO ACCOUNT

If you currently receive your Premier invoices via email, but have not yet activated your PayPro account, please see the steps below. (NOTE: If you currently receive your Premier invoices via US mail, you will need to register instead. Click here for details on how to register to go paperless.)

STEP 1: Sign in using your Customer ID and Temporary Password

Sign in here using your customer ID as your USER NAME. You can find your customer ID on your invoice. You should have received an email containing your TEMPORARY PASSWORD. If you did not receive a temporary password, contact us at payprosupport@premier-us.net.

NOTE: Do not click the "Sign Up Now" button next to "Need an Account". If you currently receive Premier invoices by email, and you received your temporary password, then you already have an account. Follow the instructions above to "Sign In To Your Account" with your customer ID and temporary password as shown in the above image.
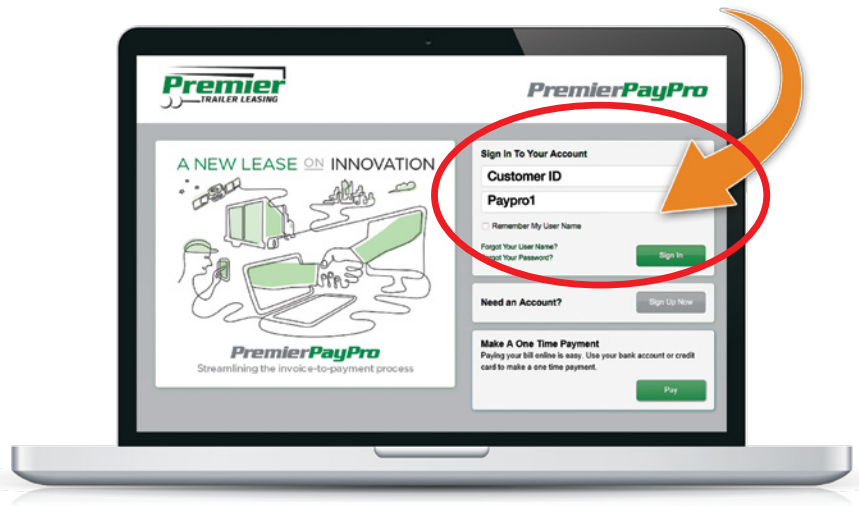
STEP 2: Create your password and use it to sign in to your account

Follow the on-screen instructions. You will be prompted to create a new password and set up 3 security questions. You will be required to answer these questions should you ever need to reset your password. After you save the changes, you will be prompted to sign in to your account with your customer ID and NEW password.

STEP 3: Set up your invoices to be delivered via email as PDF attachments

After signing in per above:
- **A**. Click the SETTINGS tab
- **B**. Click NOTIFICATION SETTINGS
- **C**. Be sure the box is checked next to "Attach a PDF copy of the bill"

After checking this box, your future invoices will be emailed to you as PDF attachments. And there will be a link to login to view them online in PayPro.
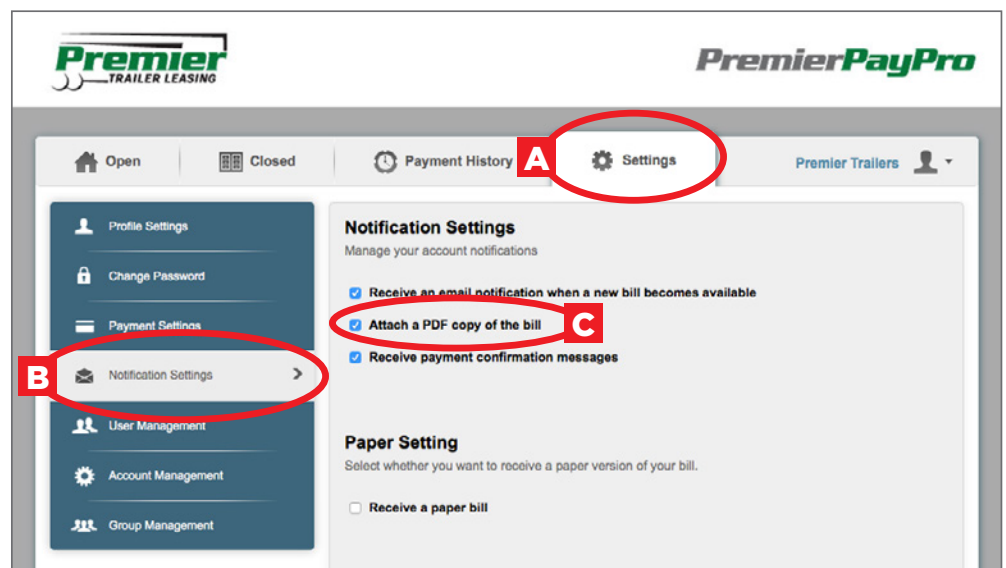
STEP 4: Manage your invoices

Using these buttons, you can view, sort, print, download and pay all of your OPEN and CLOSED invoices. You can also view your payment history. (Click the column headers to view sort settings.)

STEP 5: Download invoices

Click the checkboxes next to the invoices you want to download, and then click the DOWNLOAD button.

Next select a file format to download. You can choose:
- PDF (to view, save or print)
- CSV (to import into Excel)
- Peachtree or QuickBooks (to import into your accounting software)

Depending on the file format you choose, there may be additional information you need to provide. Then click DOWNLOAD. The file will be downloaded to your local computer.

STEP 6: Pay invoices online

To pay your invoices via bank ACH online, click the checkboxes next to the invoice(s) you wish to pay, and then click PAY INVOICES.

If you do not currently have your bank account information saved in PayPro, you will be asked to ADD A BANK ACCOUNT.
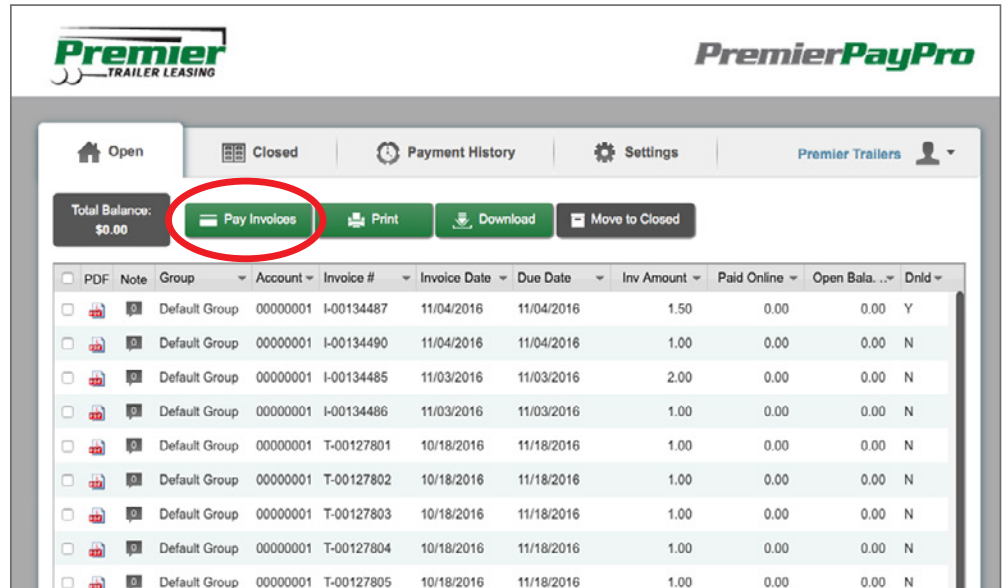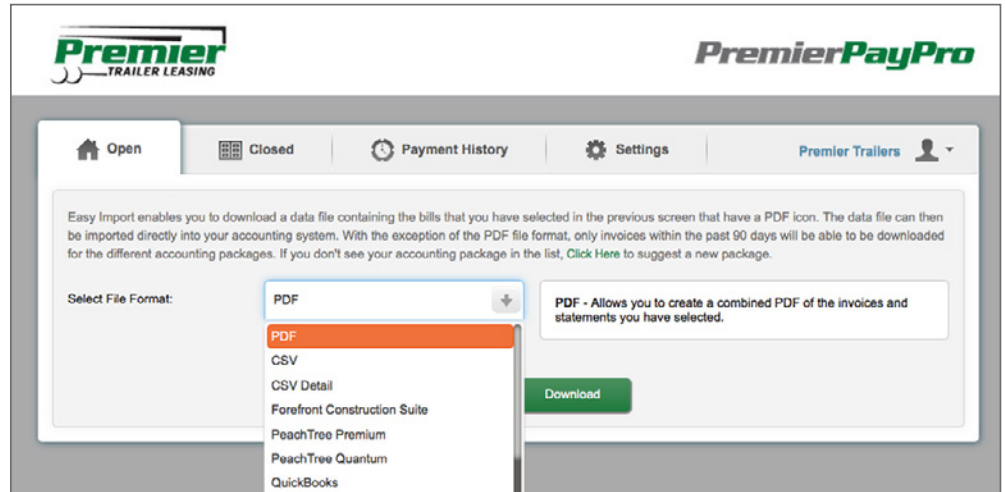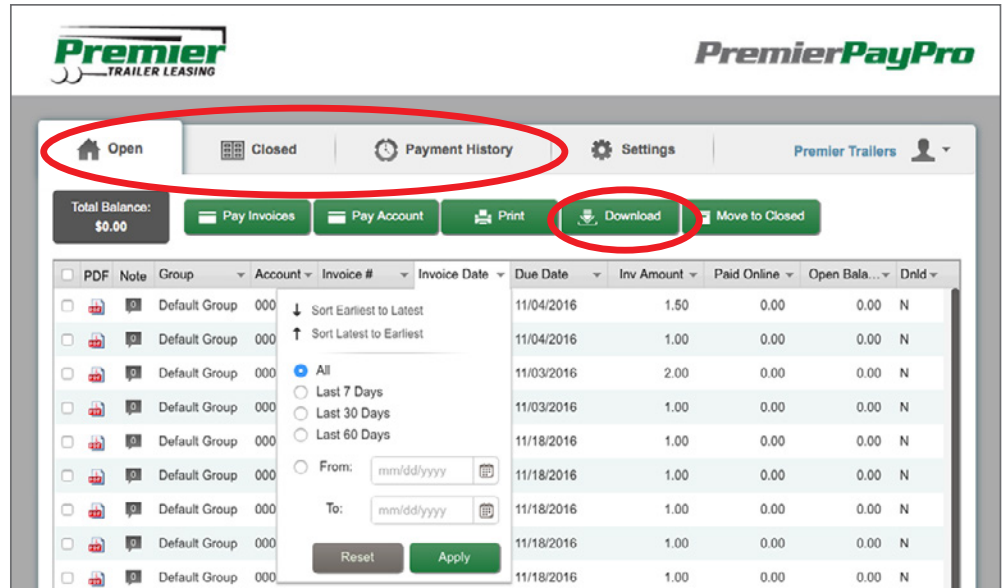
(Instructions continued on next page.)

STEP 6: Pay invoices online (continued)

Provide the bank account information requested. The routing number and account number can be found on your check blank.

Then choose a GROUP to add the bank account to and click SAVE.

NOTE: Groups can be defined under the SETTINGS tab with the GROUP MANAGEMENT button. Using groups, you can control which users in your group have access to which bank accounts.

On the PAYMENT DETAILS screen, you have the option to change the payment amount. Doing so will prompt you to provide a reason for the change.

When done, click NEXT.

The next screen asks you to AUTHORIZE the payment to be scheduled.

The final screen (not shown) is for payment CONFIRMATION. When ready, click DONE and your payment will be scheduled.

NOTE: You can manage payments under the PAYMENT HISTORY tab after clicking DONE.

If you have any questions or need assistance, please contact us at payprosupport@premier-us.net.