INSTRUCTIONS TO SIGN UP FOR YOUR PAYPRO ACCOUNT

If you currently receive your Premier invoices via US mail, please sign up for your PayPro account using the instructions below. (NOTE: If you currently receive your Premier invoices via email, you will need to activate your account instead. Click here for details on how to activate your account.)

STEP 1: Locate your customer ID and enrollment token
You can find your customer ID at the top right of your invoice. Your enrollment token is located on the cover page of your invoice. If you can not find your enrollment token, contact us at payprosupport@premier-us.net.

STEP 2: Sign up for your PayPro account
Click here to register and provide the information requested. Be sure to type your enrollment token WITH NO SPACES.

After clicking SIGN UP, you will be prompted to check your inbox for a confirmation email. Click the link in the email to complete the registration.
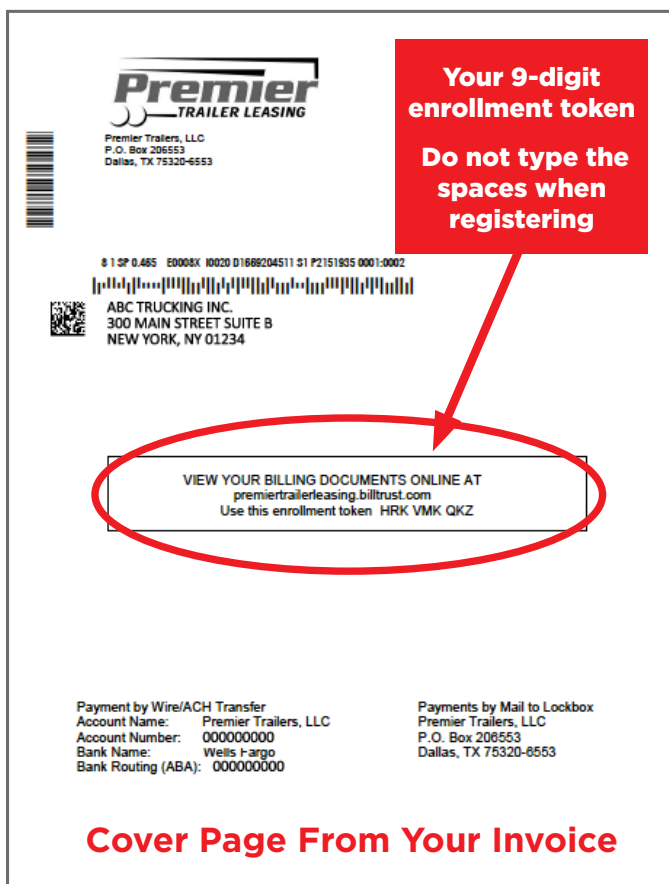
Cover Page From Your Invoice

STEP 3: Set up your invoices to be delivered via email as PDF attachments
After registering your account, you can set up your invoices to be emailed to you as PDF attachments. See instructions on the next page.

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

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.
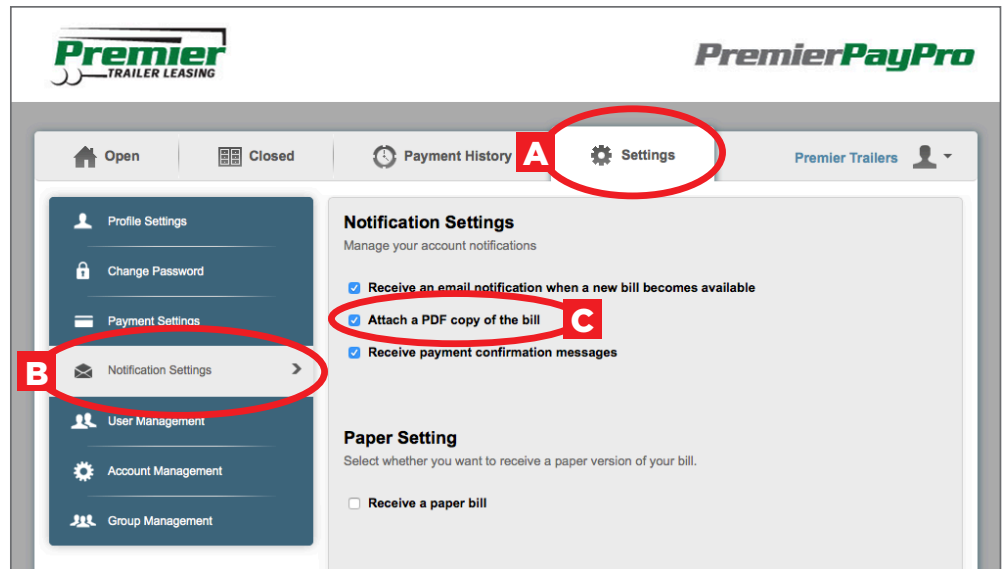
STEP 4: Manage your invoices

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.
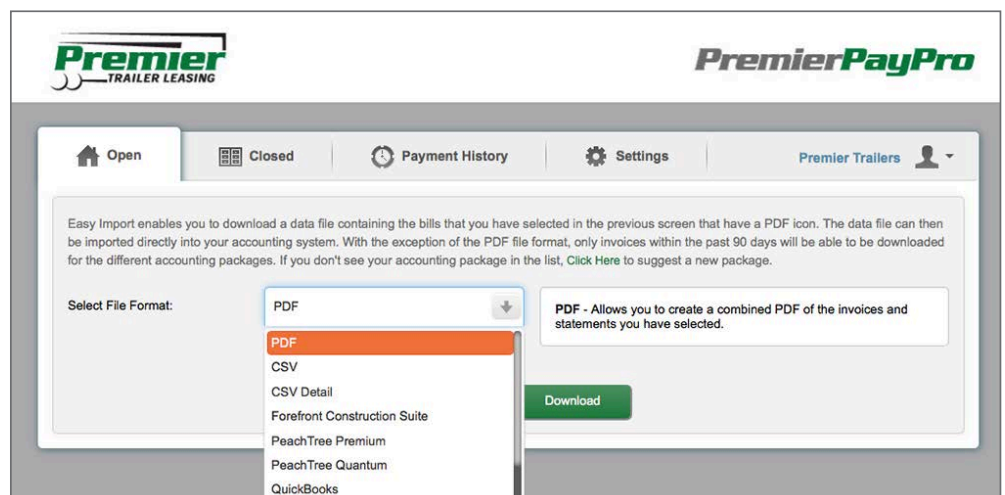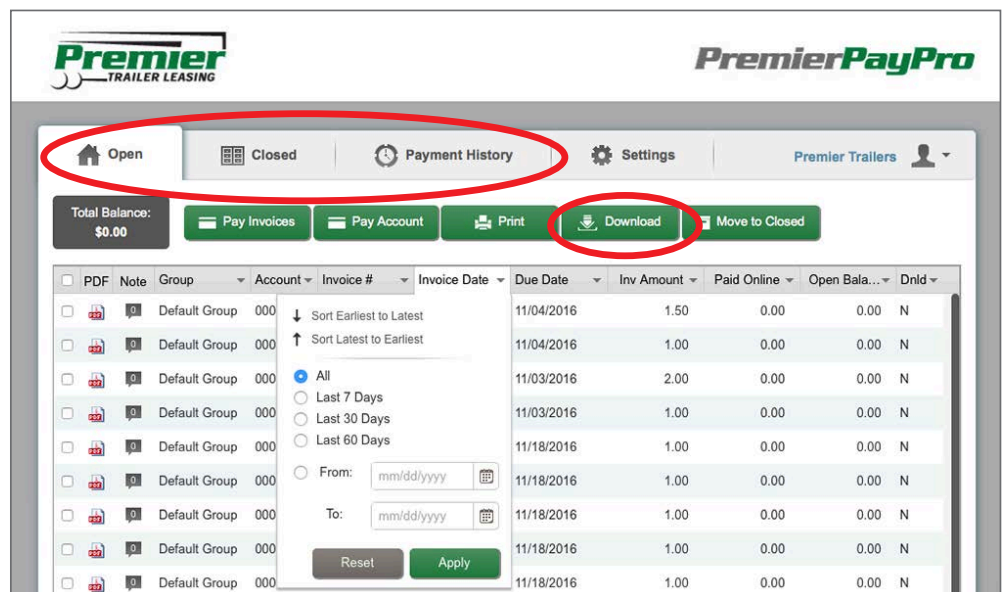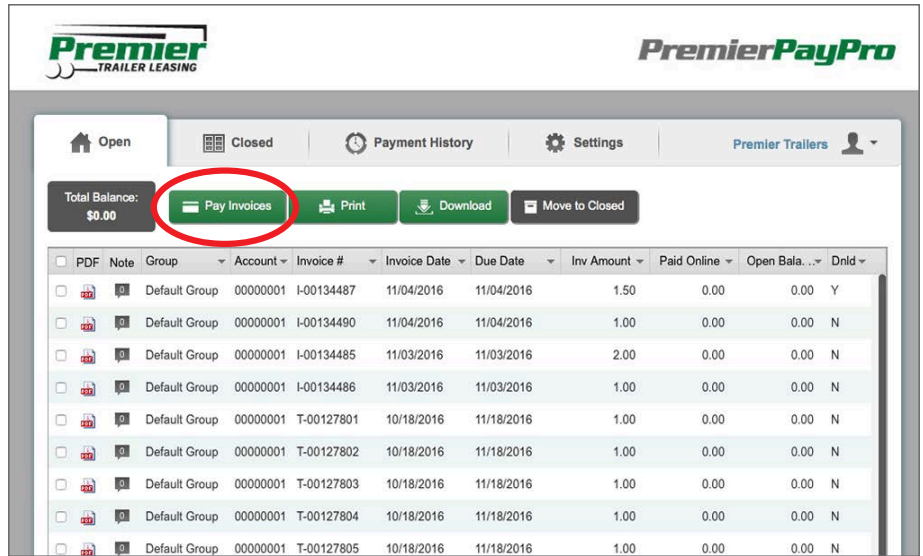
STEP 6: Pay invoices online

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.
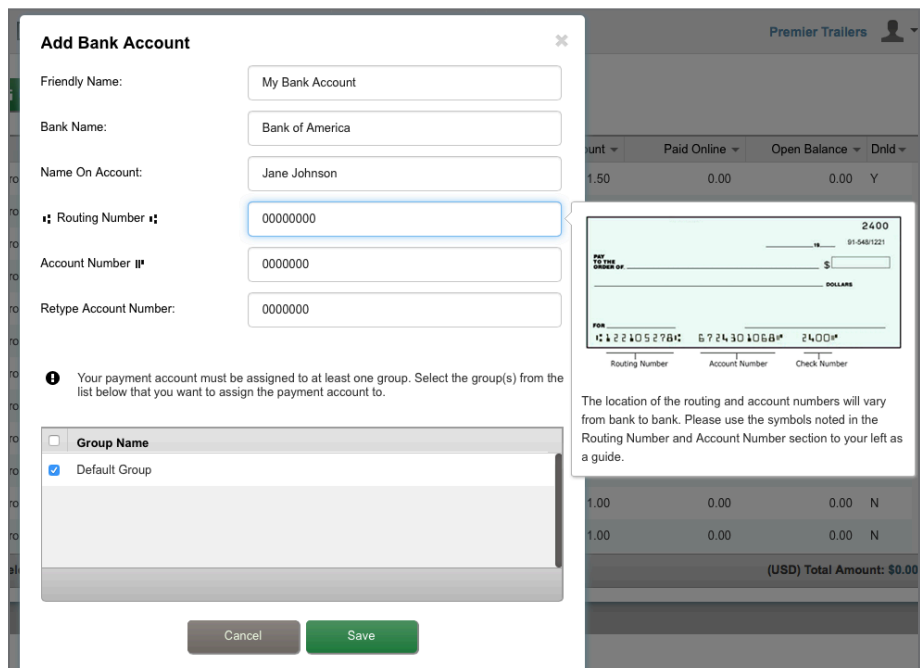

Provide the bank account information requested. The routing number and account number can be found on your check blank.

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 2 screens (not shown) ask you to AUTHORIZE and CONFIRM the payment. Click DONE and your payment will be scheduled.

NOTE: You can manage payments under the PAYMENT HISTORY tab after clicking DONE.
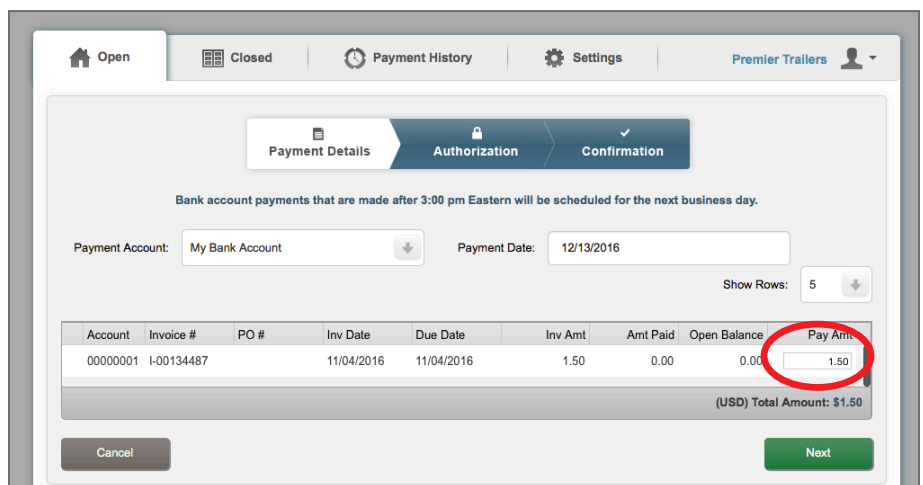
If you have any questions or need assistance, please contact us at payprosupport@premier-us.net.