

Select Organization

Validate Customer Access

Access Request: Select Organization

[Link for Accounting Page / Training doc](#)

Please enter the details of the customer that you would like to request access to

* Indicates required field

* In order to self register, you must have an existing Customer account in Oracle.

Identify Using

* Value

Please enter valid E-mail address.

* Email Address

(Example: first.last@domain.com)

* Re-enter Email Address

Clicked on Next

Select Organization

Validate Customer Access

Access Request: Select Location

Select All Locations

Organization <input type="button" value="v"/>	Customer Name	Customer Number	Address
Palm Beach Co Sheriff's Office	Patty Cake	466546	123 Park Blvd, West Palm Beach, FL, 33406, United States

Clicked on Next

Select Organization

Validate Customer

Access Request: Enter User Information

Email Address seeleym@pbso.org
(Example: first.last@domain.com)

Prefix

* First Name

Middle Name

* Last Name

Suffix

Phone Number
Country Code Area Code Number Extension

Receive special offers, promotions, and updates by email

* Password

* Confirm Password

Clicked on Next

[Previous](#)

[Enter Us](#)

Access Request: Review Access Request

Please review both your registration information and our Terms and Conditions. Check the box to indicate that you

Email Address seeleym@pbso.org

Prefix

First Name Patty

Middle Name

Last Name Cake

Suffix

Phone Number

Receive special offers, promotions, and updates by email

Customer Details

Account Number 466546

Name Patty Cake

Location All Locations

Terms and Agreement

[Review Terms and Conditions](#)

* I have read and agree with the Terms and Conditions.

* In order to complete the registration, you must accept Terms and Conditions.

Accept terms and submit.

Information

Your registration request was submitted successfully. You will receive a notice by email concerning your request.

Click on Home. Log in as customer (user name is email)

Home

Navigator

Personalize

- ▲ iReceivables Account Management
 - Customer Access
 - Manage Customer Account Access

Click on Customer Access

Dashboard Account Requests

Account Summary

****There will be a service fee of 2.5% or a minimum of \$1.00 for**

Currency

Your Account Balance: USD 1,104.00

Overdue Receivables 0.00 [▶ Show Aging](#)

Total Open Receivables 1,104.00

Open Payments 0.00

Unapplied Credit Memos 0.00

Account Balance 1,104.00

Pending Credit Requests 0.00

Remaining Guarantee 0.00

[▶ Statement Download](#)

Summary of what is owed.

Click on Account tab to see invoices.

Dashboard | Account | Requests

My Account | Paying Account

Account Details

Account Balance: 1,104.00

Search

Status: Currency:

Transaction: Transaction Type:

[Show More Search Options](#)

Total Transactions: 3 Total Original Amount: 1,104.00 Total Remaining Amount: 1,104.00

Select All 3

Select Transactions:

<input type="checkbox"/>	Organization	Transaction	Type	Status	Date	Due Date	Purchase Order	Sales Order	Original Amount	Remaining Amount
<input type="checkbox"/>	Palm Beach Co Sheriff's Office	57389	Invoice	Open	19-Oct-2017	19-Oct-2017			138.00	138.00
<input type="checkbox"/>	Palm Beach Co Sheriff's Office	57391	Invoice	Open	19-Oct-2017	19-Oct-2017			552.00	552.00
<input type="checkbox"/>	Palm Beach Co Sheriff's Office	57390	Invoice	Open	19-Oct-2017	19-Oct-2017			414.00	414.00

Check the box you want to pay and click "pay" button.

Total Transactions 3

Select All 3

Select Transactions:

<input type="checkbox"/>	Organization	Transaction
<input checked="" type="checkbox"/>	Palm Beach Co Sheriff's Office	57389
<input type="checkbox"/>	Palm Beach Co Sheriff's Office	57391
<input type="checkbox"/>	Palm Beach Co Sheriff's Office	57390

Important: When entering a Payment Amount less than the Amount Due Remaining, "Total" must be selected to recalculate the new amount due prior to checking out.

Payment Through Forte

* Indicates required field

Instalment Summary

Transaction Number	Transaction Type	Transaction Date	Due Date	Payment Terms	Amount Due Remaining	Discount Amount	Payment Amount	Service Charge	Dispute Amount	Currency Code	
57389	Invoice	19-Oct-2017	19-Oct-2017	DUE ON RECEIPT	138.00	0.00	138.00	0.00	0.00	USD	
							Total	138.00			

Remaining Balance: 138.00 USD
Total Payment Amount: 138.00 USD
Balance Due: 0.00 USD
Dispute Amount: 0.00 USD

Click "check out" and it takes you to Forte

Billing Information



Billing Contact

Patty Cake
SEELEYM@PBSO.ORG

Billing Address

123 Park Blvd
West Palm Beach
FL 33406

Shipping Information



Patty Cake

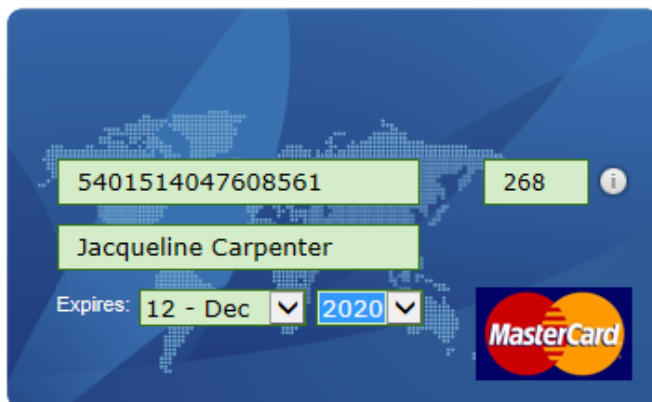
123 Park Blvd
West Palm Beach
FL 33406

Payment Information

Please enter your Payment Instructions here

Credit Card

Please fill in the green fields below





Single payment

Payment Amount: 138.00

Service Fee: 3.45

Total: 141.45

Click Continue

Billing Information		EDIT
Billing Contact	Billing Address	
Patty Cake SEELEYM@PBSO.ORG	123 Park Blvd West Palm Beach FL 33406	
Shipping Information		EDIT
Patty Cake	123 Park Blvd West Palm Beach FL 33406	
Payment Information		EDIT
 *****8561	Payment Amount: \$141.45	
Review & Submit		
<input checked="" type="checkbox"/> I authorize my account to be charged in accordance to the following Terms and Conditions for the payment(s) indicated above.		
<p style="text-align: center;">SUBMIT PAYMENT</p>		
		

Click submit and the customer should be taken back to Oracle where they will receive a confirmation number. This is important because that's when we know the payment has been posted in Oracle.