

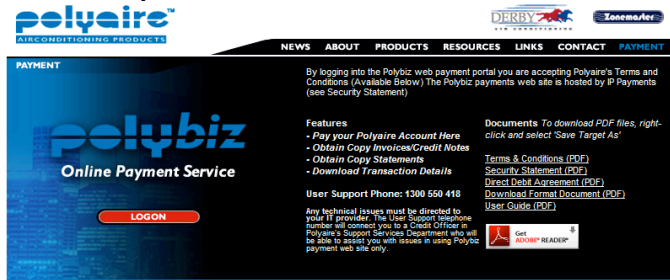


Features

- Receive your Invoices and Statements by Email
- Pay your Polyaire account on-line
- Download copy Invoices and Statements
- Download invoice and credit note details into your accounting software.

Quick Start Guide for Customers

Step 1. Go to: www.polyaire.com.au/payment.htm **Step 2** Down load a User Guide **Step3** Click on the red 'Logon' button to go to the secure Polybiz website



Step 4. Enter your Polyaire customer number and password.



polyaire Online Payment Service

Customer No:
 Password:

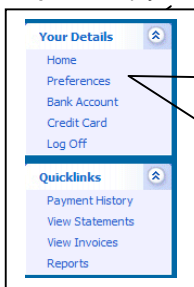
Please use your 5 digit Customer Number to log on, (excluding the check digit which appears on your Statement of Account and is used for BPay only)
 Your password is allocated by Polyaire Support Services.
 By logging on to the Online Payment Service you are accepting the Terms and Conditions of Use, a pdf copy of which is available from the Polyaire website.

To log on, enter your customer no and password and click on the 'Log On' button.

If you have forgotten your password, click here

Forgotten your password or need a password click here.

Step 5. Set up your Preferences.



Check or enter your email address.

Email:

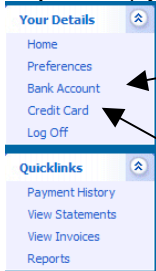
Select your delivery option for receiving Invoices and Statements.

Choose your preferences for invoice and statement delivery method

Invoice: No Delivery (manual download) Email Reminder Email with invoice attachment

Statement: Standard Postal Mail No Delivery (manual download) Email Reminder Email statement attachment Standard Postal Mail

Step 6. Set up your Bank Account details for Electronic Funds Transfer (EFT) or Credit Card payment.



Bank Account

Account Number:
 BSB:
 Name of Account:
 Name:
 Address:
 State:

Credit Card

Name On Card:
 Credit Card Number: (Visa, MasterCard or American Express only)
 Expiry Date: / (month/year)

How to pay your Polyaire Account

Step 1. Select the menu option 'View Invoices'. **Step 2.** Select the payment method. **Step3.** Follow the instructions on the screen.

Payment Type:

Summary	Current	Due	30 Days	60 Days	90+ Days	Cleared
	11 items	22 items	3 items	0 items	0 items	
	3,590.48	12,678.96	88.44	0.00	0.00	

To pay your account

- Tick 'Select All' box to pay all invoices in the period then
- Click on 'Calculate Total' to calculate amount to be paid
- Select 'Next' to process payment

To view invoices

- Click on the period tab above.
- You can unselect individual invoices
- Change Invoice amount to be paid selecting the 'Variation Reason'
- When finished, Click on 'Calculate Total' to calculate amount to be paid
- Select 'Next' to process payment

Tick to select for payment

Current: 3,590.48 Select All:

Due: 12,678.96 Select All:

30 Days: 88.44 Select All:

60 Days: 0.00 Select All:

90+ Days: 0.00 Select All:

Calculate amount due and proceed to 'Next' screen and process your payment.

Discount Total:

Need Help? Email supportservices@polyaire.com.au or telephone 1300 550 418