



QUICK START GUIDE FOR CUSTOMERS

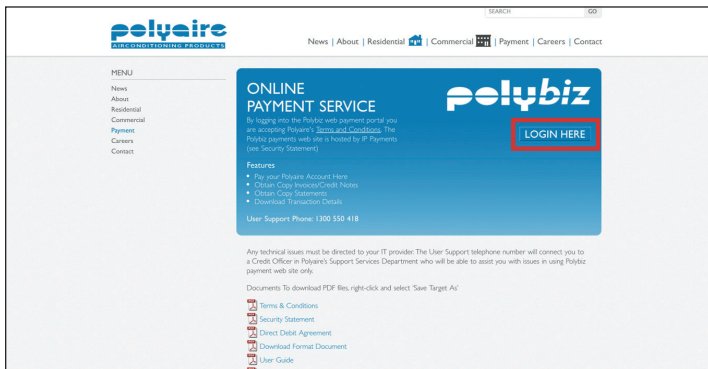
Features

- Pay your Polyaire Account
- Obtain Copy Invoices/Credit Notes
- Obtain Copy Statements
- Download Transaction Details

Polybiz Setup

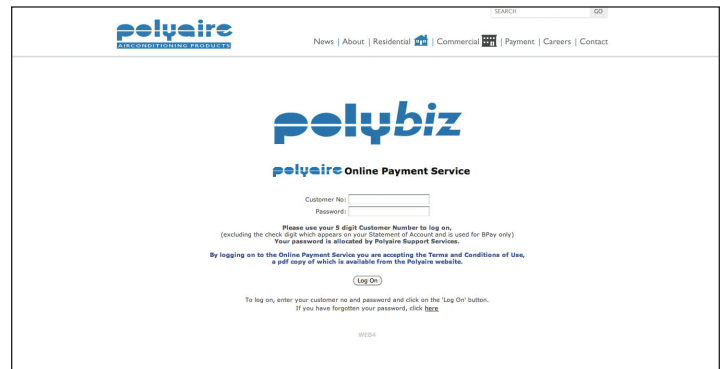
Step 1. Go to <http://www.polyaire.com.au/payment>

Step 3. Click on the blue 'LOGIN HERE' button to go to the secure Polybiz website.

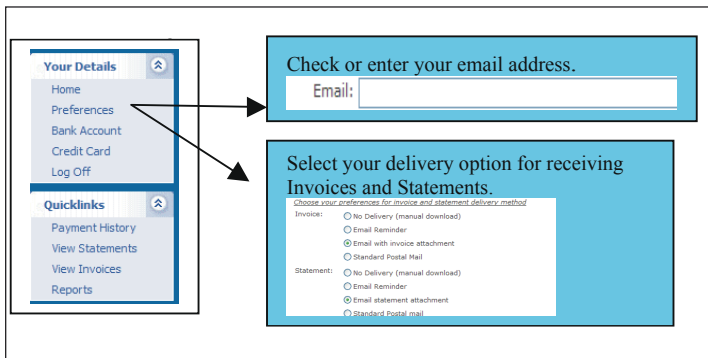


Step 2. Download a user guide

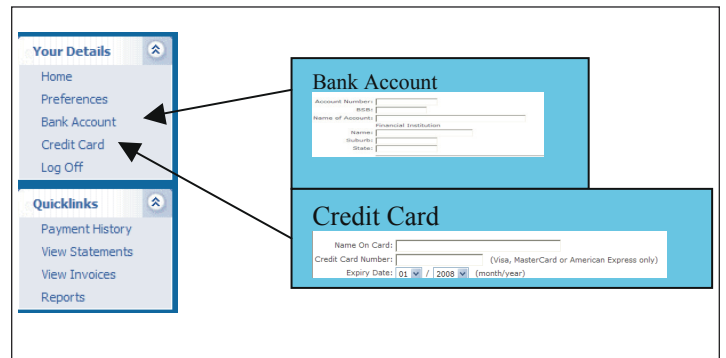
Step 4. Enter your Polyaire customer number and password.



Step 5. Set up your preferences



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



How to pay your Polyaire account

Step 1. Select the menu option 'View Invoices'

Step 2. Select the payment method

Step 3. Follow the instructions on the screen

Payment Type: **Credit Card - Purchase**

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: