QUICKSEARCH

COMPLETE SOLUTIONS FOR BACKGROUND & TENANT SCREENING

Credit Card Payments
How-To Guide

PRESENTED BY:

Quick Search Accounting Dept.

4155 Buena Vista
Dallas, Texas 75204
Main: (214) 358-2880 option 4
Fax: (214) 358-6057

accounting@quicksius.com

Email Invoice Notifications

When a new invoice is created, the system will automatically send you an email notification along with a copy of the invoice. You can click on either of the attachments to view the summary or details of the invoice.
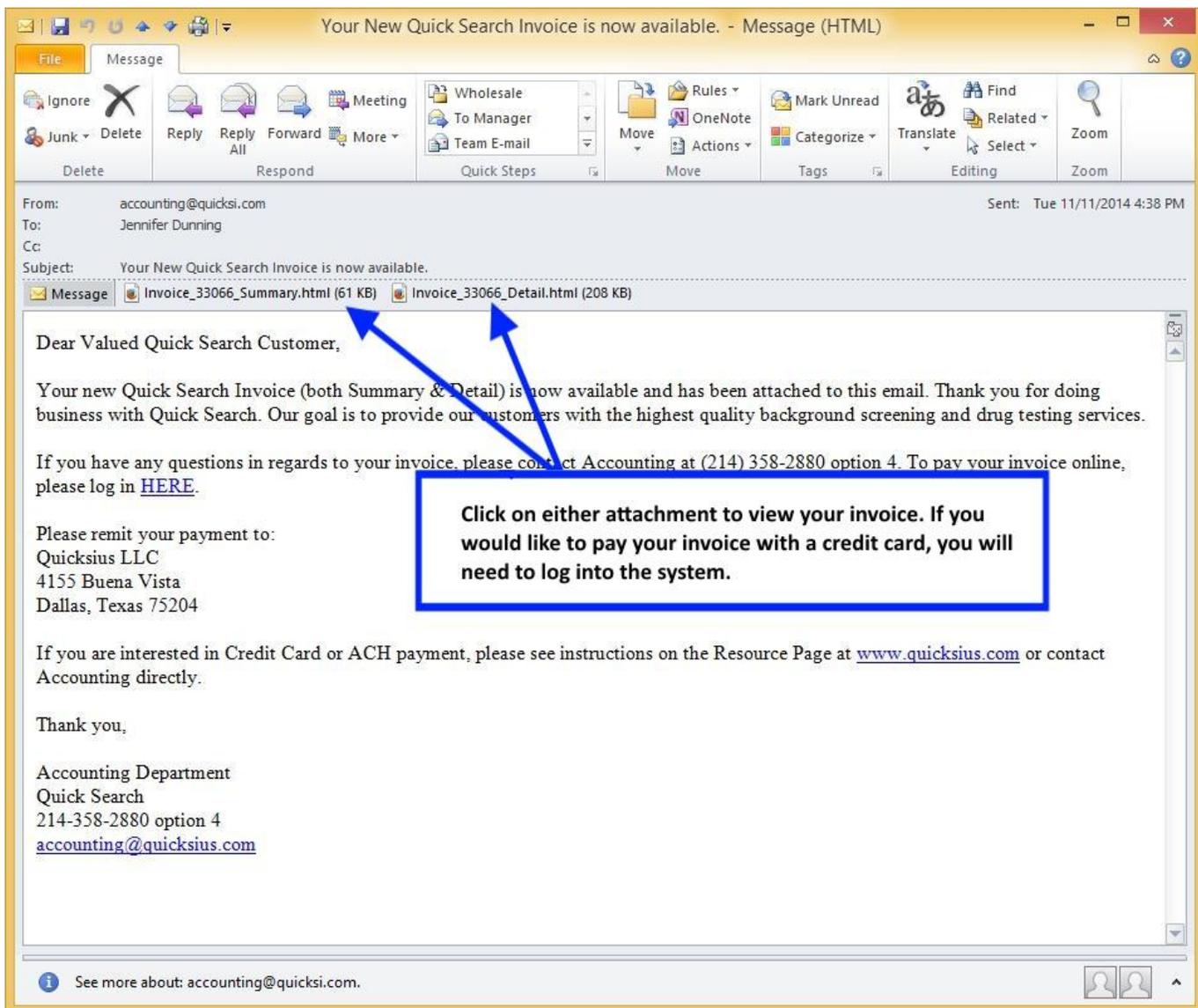
Your New Quick Search Invoice is now available. - Message (HTML)

File   Message

Ignore   Delete   Reply Reply Forward More ▾   Meeting   Wholesale   To Manager   Team E-mail   Move   Rules ▾   OneNote   Actions ▾   Mark Unread   Categorize ▾   Translate   Find   Related ▾   Select ▾   Zoom

| Delete | Respond | Quick Steps | Move | Tags | Editing | Zoom |

From: accounting@quicksi.com
To: Jennifer Dunning
Cc:
Subject: Your New Quick Search Invoice is now available.

Sent: Tue 11/11/2014 4:38 PM

Message   Invoice_33066_Summary.html (61 KB)   Invoice_33066_Detail.html (208 KB)

Dear Valued Quick Search Customer,

Your new Quick Search Invoice (both Summary & Detail) is now available and has been attached to this email. Thank you for doing business with Quick Search. Our goal is to provide our customers with the highest quality background screening and drug testing services.

If you have any questions in regards to your invoice, please contact Accounting at (214) 358-2880 option 4. To pay your invoice online, please log in HERE.

Please remit your payment to:
Quicksius LLC
4155 Buena Vista
Dallas, Texas 75204

Click on either attachment to view your invoice. If you would like to pay your invoice with a credit card, you will need to log into the system.

If you are interested in Credit Card or ACH payment, please see instructions on the Resource Page at www.quicksius.com or contact Accounting directly.

Thank you,

Accounting Department
Quick Search
214-358-2880 option 4
accounting@quicksius.com

See more about: accounting@quicksi.com.

Add a credit card to the system.

Step 1: Click the My Account tab. (Start with Step 6 if you already have a card on file)
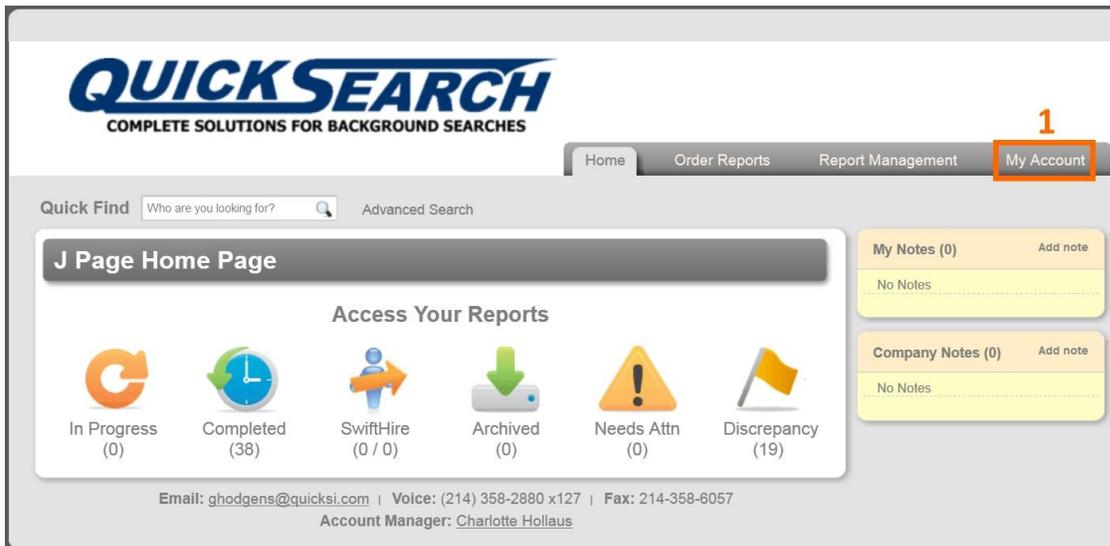
Step 2: Look for the Accounting box and click "Accounting".
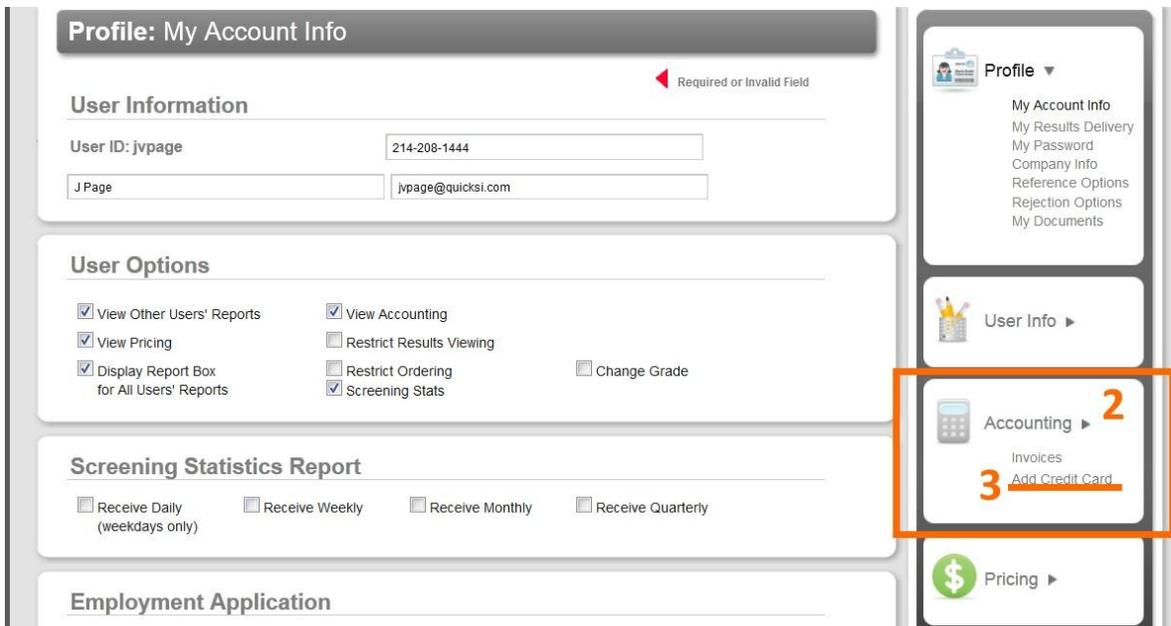
Step 3: Click "Add Credit Card"

Step 4: Enter your card information (all fields are required)

Step 5: Press "Submit". The page will refresh and you will be given a confirmation message.

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Paying your invoice online

Step 6: Repeat Steps 1 and 2 to get to your Accounting section

Step 7: Click Invoices

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Step 8: Select Summary or Detail to view the invoice if needed.

Accounting: Invoices

Summary Outstanding Bal.: **$40.51**   Past Due Amt: **$0.00**   Credits: **$0.00**   Print

Invoice #	View Invoice	Date	Amount	Status	Pay Type	Paid Date	Pay 10
33730	summary detail	11/10/2014	$40.51	Unpaid			☑
25787	summary detail	10/01/2013	$40.51	Paid	Check No.1123	02/24/2014	
28793	summary detail	04/03/2014	$81.02	Paid	MasterCard	08/25/2014	
31728	summary detail	09/04/2014	$40.51	Paid	Check No.003202	09/26/2014	

Profile ▸
User Info ▸
Accounting ▾
Invoices
Update Credit Card
Replace Credit Card

Step 9: Click the Checkbox for the Invoice(s) you wish to pay.

Step 10: Click Pay

Step 11: Enter the 3 or 4 digit security code on your card

Accounting: Confirm Invoice(s) to be paid

Invoice #	Date	Amount
33730	11/10/2014	$40.51
		Total $40.51

Name on Card: ▇▇▇▇

Last 4 digits of the Card: ▇▇

11 CCID* ◄

NOTE: This system uses SSL to encrypt all data transfer. Please do NOT refresh your browser once you click "Submit", or you may be charged twice.

12 Submit

Profile ▸
User Info ▸
Accounting ▾
Invoices
Update Credit Card
Replace Credit Card

Step 12: Press "Submit". You will be given a confirmation screen with a receipt/confirmation number. Please keep this for your records.