



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

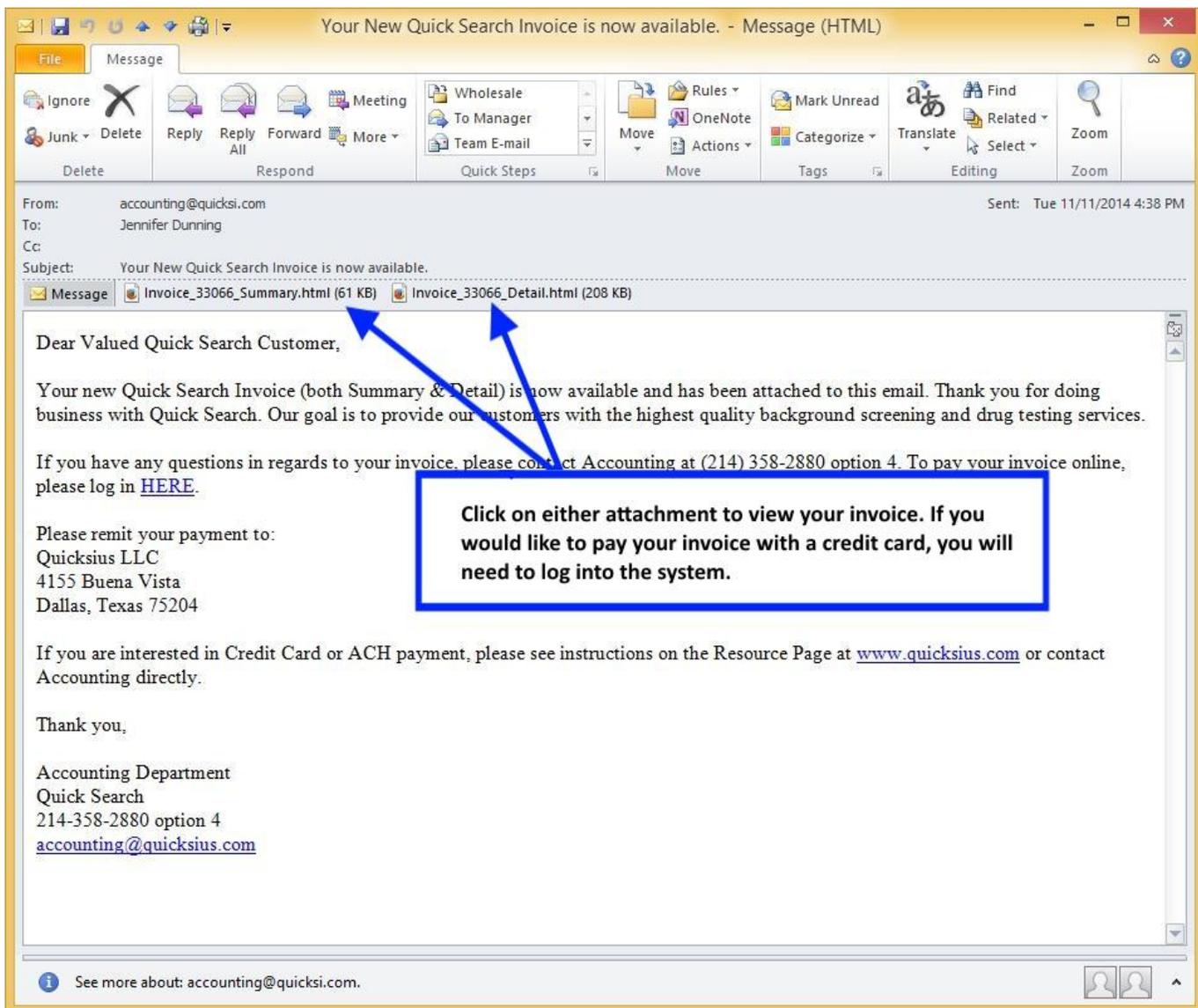
accounting@quicksius.com

QUICK SEARCH

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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.



The screenshot shows an email window titled "Your New Quick Search Invoice is now available. - Message (HTML)". The email is from accounting@quicksi.com, sent to Jennifer Dunning on Tue 11/11/2014 4:38 PM. The subject is "Your New Quick Search Invoice is now available." The email contains two attachments: "Invoice_33066_Summary.html (61 KB)" and "Invoice_33066_Detail.html (208 KB)". The main body of the email reads:

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

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

A blue box with a black border contains the text: "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." Two blue arrows point from this box to the two attachment links in the email header.

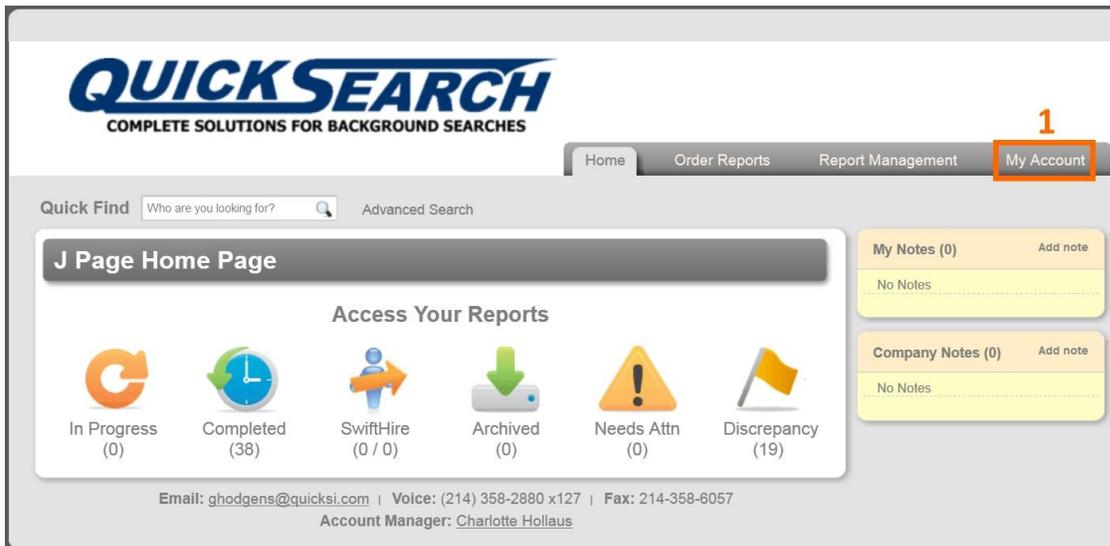
At the bottom of the email window, there is a footer that says "See more about: accounting@quicksius.com." and two small profile icons.

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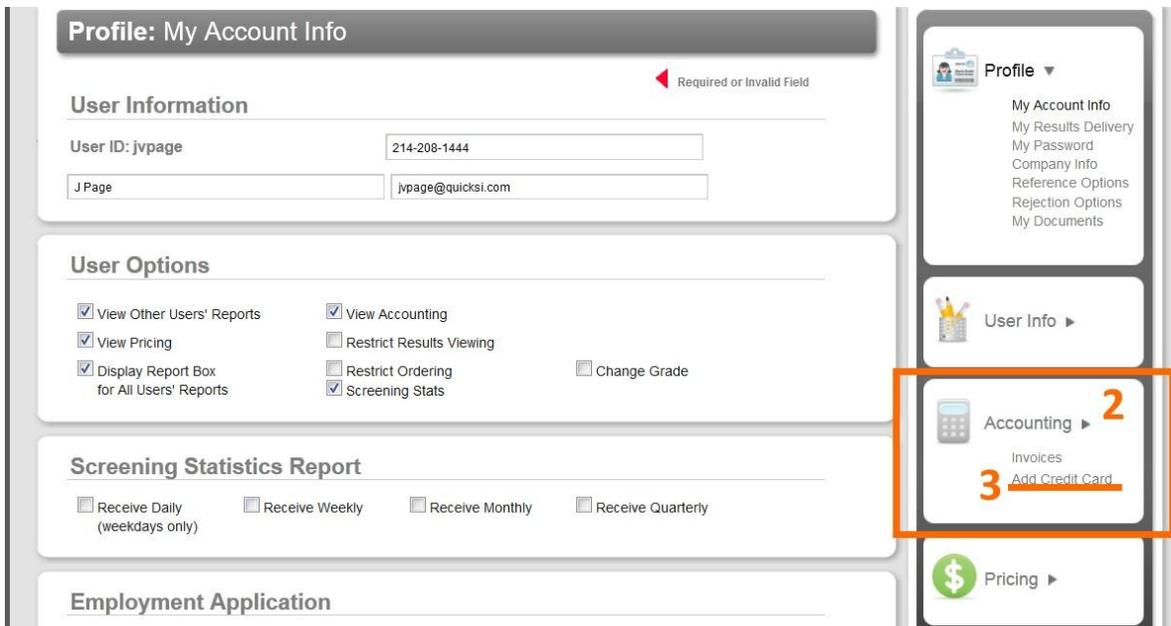
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Add a credit card to the system.

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"

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

Accounting: Add Credit Card

Name On Card

Visa MasterCard AmEx Discover

Credit Card Number CC Month CC Year

CCID*

Billing Address Billing City Billing State Billing Zip

Submit

Profile

User Info

Accounting

Invoices

Add Credit Card

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

Paying your invoice online

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

Step 7: Click Invoices

Profile: My Account Info

Required or Invalid Field

User Information

User ID: jvpage 214-208-1444

J Page jvpage@quicksi.com

User Options

View Other Users' Reports View Accounting

View Pricing Restrict Results Viewing

Display Report Box for All Users' Reports Restrict Ordering Change Grade

Screening Stats

Screening Statistics Report

Receive Daily (weekdays only) Receive Weekly Receive Monthly Receive Quarterly

Employment Application

Applicant Viewing Applicant Management Employee Application Management

Career Center

Profile

My Account Info

My Results Delivery

My Password

Company Info

Reference Options

Rejection Options

My Documents

User Info

Accounting

7 Invoices

Add Credit Card

Pricing

Reports

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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
33730	summary detail	11/10/2014	\$40.51	Unpaid			<input type="checkbox"/>
25787	summary detail	10/01/2013	\$40.51	Paid	Check No.1123	02/24/2014	
28793	summary detail	04/03/2014	\$81.02	Paid		08/25/2014	
31728	summary detail	09/04/2014	\$40.51	Paid	Check No.003202	09/26/2014	

Navigation sidebar: 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:

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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](#)

Navigation sidebar: 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.