




SecureCare®
ePay Instructions

1. Login (Click ePay link)
2. You can pay your invoices by Credit/Debit Card or eCheck.
 - a. Click on the “Wallet” tab located on the top toolbar.



Make Payment AutoPay ▾ Recurring Billing ▾ Invoice History Payment History **Wallet** Test Customer ▾

Make Payment

Outstanding Invoices [Advanced Search](#) Select All


Invoice Number	Invoice Date	Due Date	Invoice Amount	Balance	Pay	Amount
0007012	4/12/2018	5/12/2018	\$93.80	\$93.80	<input type="checkbox"/>	<input type="text" value="\$93.80"/>

Additional Notes:

TOTAL: \$0.00

[Next >>](#) [Export](#)

- b. Click “Add New Payment Method” in the Wallet.



Make Payment AutoPay ▾ Recurring Billing ▾ Invoice History Payment History **Wallet** Test Customer ▾

Wallet

[+ Add New Payment Method](#)

Edit	Wallet ID	Tender Type	Account Number	Exp Date/Routing #
	Test Wallet	Visa	XXXXXXXXXXXX1111	01/2020

- c. Enter your payment information. You can use any name you like in the “Card Saved As” filed (also known as “Wallet ID”). Click “Save.”

Add New Payment Method

X

Credit Card E-Check

Name On Card: **Street:**

Card Type: **Street 2:**

Credit Card Number: **City:** **State:**

Exp. Date (MM/YY): **Zip Code:** **Country:**

Card Saved As: Use this payment method as default

Save

3. How to pay an individual invoice:

a. Select "Pay" in the Make Payment window. Click "Next."



Make Payment AutoPay ▾ Recurring Billing ▾ Invoice History Payment History Wallet Test Customer ▾

Make Payment

Outstanding Invoices

[Clear Selected](#) [Select All](#)

Invoice Number	Invoice Date	Due Date	Invoice Amount	Balance	Pay	Amount
0007012	4/12/2018	5/12/2018	\$93.80	\$93.80	<input checked="" type="checkbox"/>	<input type="text" value="93.80"/>

Additional Notes:

TOTAL: \$93.80

Next >>

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b. Make sure your wallet is selected. Click "Submit."



Review & Pay

Selected Transactions

Invoice #	Balance	Payment
0007012	\$93.80	\$93.80

Payment Options

Total: \$93.80

Select	Wallet ID	Tender Type	Account Number	Exp Date/Routing #	Edit
<input checked="" type="radio"/>	Test Wallet	Visa	XXXXXXXXXXXX1111	01/2020	

+ Add New Payment Method

Cancel Submit

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c. You will see a payment confirmation window. A receipt will be emailed to the email address on file. You can also print a copy of your receipt from this window.



Payment Approved

Print

A receipt will be e-mailed to @securecarecorp.com

SecureCare
13215 Birch Drive
Suite 200
Omaha , NE 68164
4/12/2018

Customer Number : 999999999	Payment Number : WEBPMT0000052804
Customer Name : Test Customer	Amount : \$93.80
Payment Method : Visa...1111	Transaction ID : A30E2D19C001
Exp 01/2020	
Test Customer	
1234 Test Street	
Omaha , NE 68164	
United States	

Payment Details

0007012	\$93.80
	Total: \$93.80

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4. If you would like to place your Wallet on AutoPay:

a. Hover your cursor over "AutoPay" and click "New AutoPay Contract."



Make Payment

Outstanding Invoices [Advanced Search](#)

Invoice Number	Invoice Date	Due Date	Invoice Amount	Balance	Pay	Amount
No results found for the current search criteria.						

[Export](#)

Additional Notes:

TOTAL: \$0.00

[Next >>](#)

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- b. Select the date of the month you would like your payments to process. Click on the magnifying glass in the "Payment Method" field.



New AutoPay Contract

Memo:

Payment Option: Based on All Outstanding Invoices

First Payment Date:

End Date: No end date
 Ends after: Occurrence
 Ends by: End Date

Frequency:

Payment Method:

[Save](#)

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- c. Hover your cursor over the Wallet you would like to place on AutoPay and click it.

Lookup Payment Method

X

Search:

Wallet Name	Tender Type	Account Number	Exp Date/Routing #
Test Wallet	Visa	XXXXXXXXXXXX1111	01/2020

[+ Add New Payment Method](#)

- d. Click "Save."

New AutoPay Contract

Memo:

Payment Option: Based on All Outstanding Invoices


First Payment Date:


End Date: No end date

Ends after: Occurrence

Ends by:

Frequency: ▾

Payment Method: 
XXXXXXXXXXXXXXXX1111
01/2020



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5. Your Wallet is now on monthly AutoPay.

6. If you would like to change the Credit/Debit Card or eCheck you have on AutoPay:

- a. Set up a new Wallet (step 2).
- b. Then, select “Existing AutoPay Contract” from the AutoPay dropdown menu (step 4a).
- c. Select the Active AutoPay Contract you would like to update by clicking on the Contract Number.

View AutoPay Contract



Contract	Next Payment Date	Frequency	Amount	Status	Payments
RBP000000003798	04/10/2018	Pay every month on the 6th	All invoices	Active	1
RBP000000003796		Pay every month on the 22nd	All invoices	Closed	

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- d. Click the “Edit” button.



View AutoPay Contract

Contract Number:	RBP00000003798	Customer #:	999999999
Status:	Active	Customer Name:	Test Customer
Memo:	Test AutoPay	Payment Method:	Credit Card
Payment Option:	Based on All Outstanding Invoices	Card Number:	XXXXXXXXXXXX1111
Frequency:	Pay every month on the 6th	Card Expiration:	01/2020
Next Payment Date:	04/10/2018		

AutoPay Payments

Payment Number	Process Date	Amount	Status
WEBPMT0000051175		\$7.00	Scheduled

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- e. Click on the magnifying glass in the "Payment Method" field and select the Wallet you would like to add to the AutoPay contract (steps 4b and 4c). Click "Save" (step 4d).

If you need assistance using ePay, please contact the SecureCare Accounting Department:

Phone: 877-462-4476, option 2

Email: accounting@securecarecorp.com