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Mag Portal User Guide

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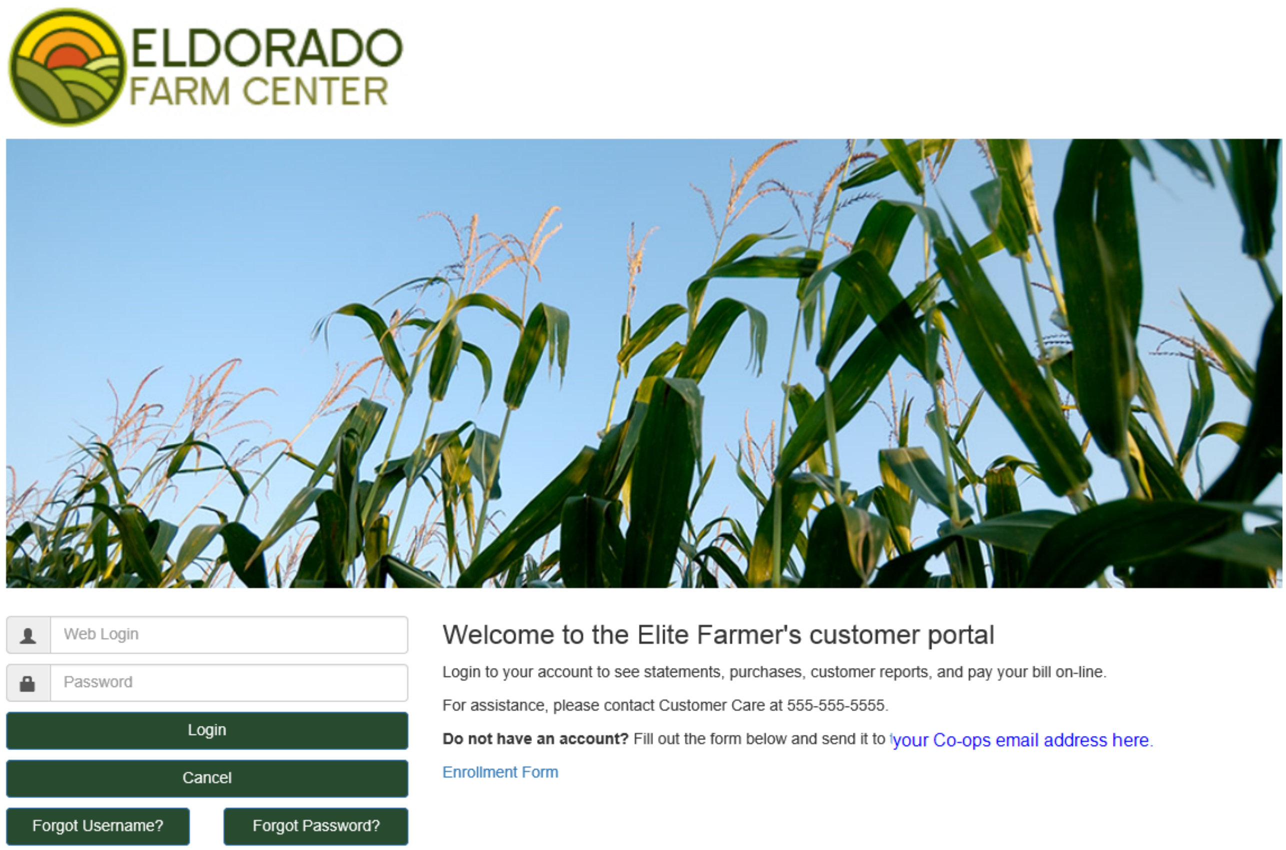
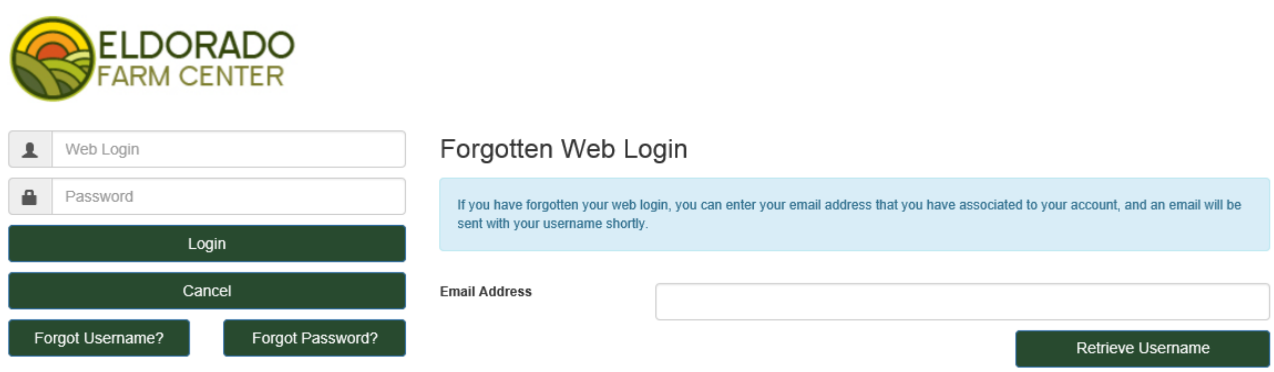
Portal Navigation

Navigate to the Portal address to log on to your account or log on as the Administrator account to provide customer assistance. Enter your username and Password and click Login.



Forgot Username?

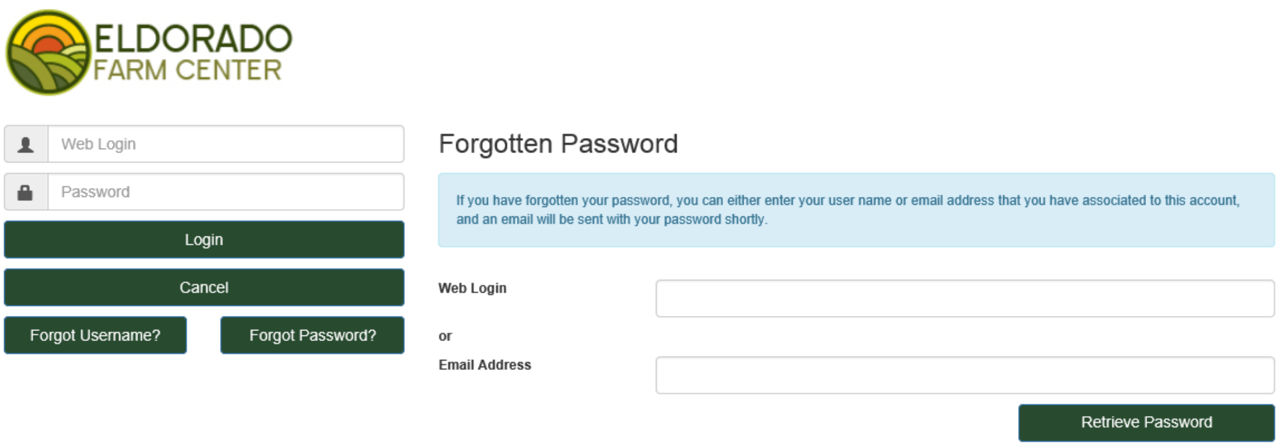
Retrieve your Username by clicking the Forgot Username button.



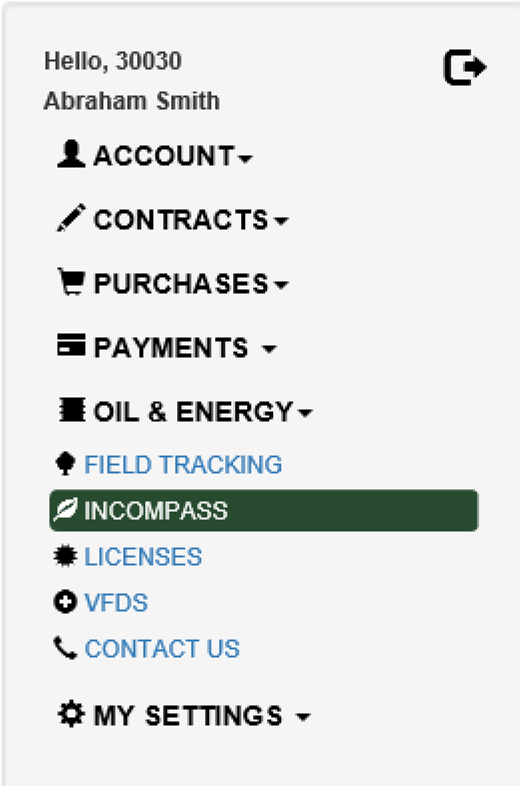
Supply the email address associated with your account in the Email Address field and click the Retrieve Username button. An email with your username will be sent.

Forgot Password?

If you've forgotten the password to log on to the Portal, click the Forgot Password button.



Enter your Username or Email Address and click the Retrieve Password button



Use the menus to access different sections of your account.

Account

- Home- Review the name and address on the account, view user activity and make a payment or set up Auto Pay.
- Update- Update the Address or Phone number on your account.

Contracts

- Bookings- Review all Open or Closed Bookings
- Prepaids- Details of all Open or Expired Prepaids are available.

Purchases

- Credit Activity- Review Outstanding Credit Purchases.
- Fuel Purchase Summary-
- Open Orders
- Place an Order
- Purchase Activity- View all Orders for a specified Type or time period.
- Purchases- Generate a Purchase Summary for a specific Order type or time period.
- Statements- PDF versions of AR and Prepaid Statements.
- Transactions- View Taxable and Non-Taxable transactions by Item Category.
- Upcoming Deliveries- Review all upcoming deliveries for Oil & Energy and Batches.

Payments

- History- Review the Payment History on your account.

Oil & Energy

The Oil & Energy menu may be one of the optional features available. Learn more here.

Grain Banking- Reserved for future use.

Field Tracking- Select Field Tracking to view your Field listing, Cycles, Activities and Documents using this menu option.

Precision Agronomy Account- Users can access their Precision Agronomy account using this menu. The title of this section will match the name of your solution.

Licenses- View all Restricted Chemical and Technical Licenses associated with your account.

VFDS- View all Veterinary Feed Directives.

Contact Us

View up to date contact information for

your Co-op.

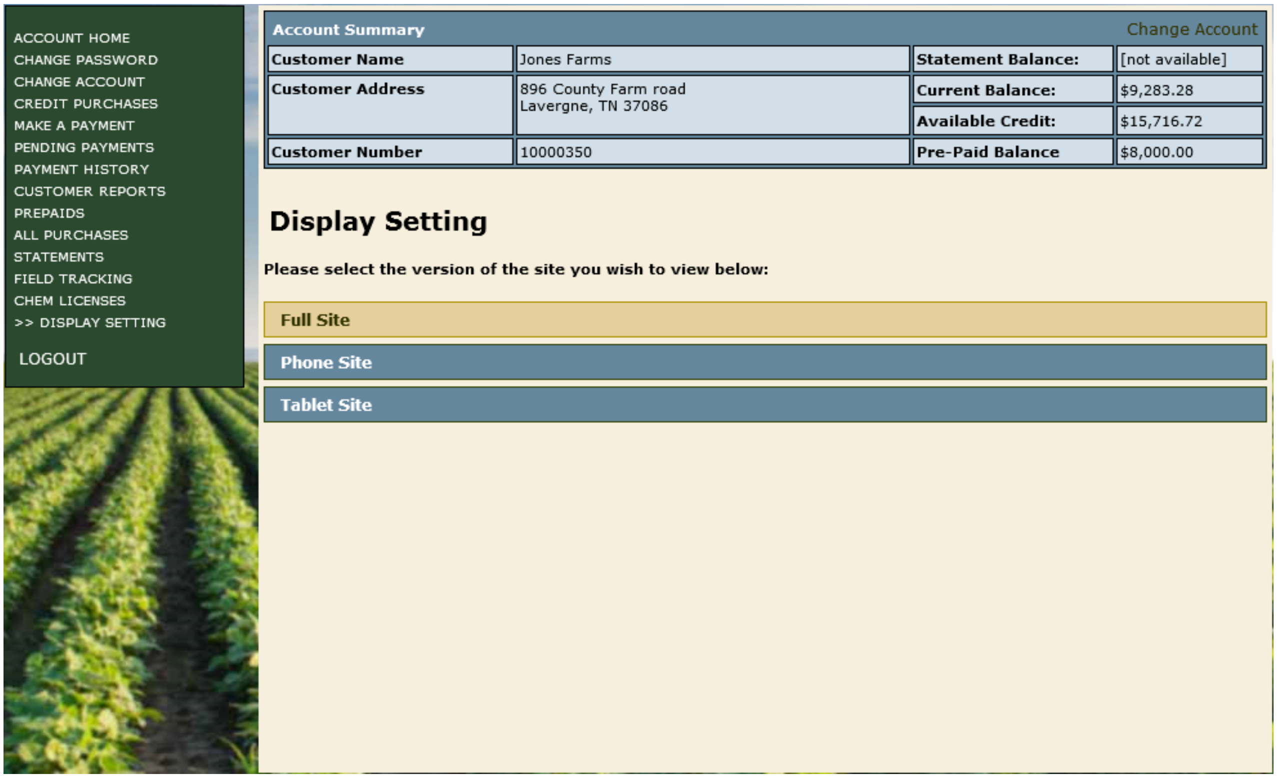
My Settings

Select Account- Choose one of the accounts are associated with the Web Login within this section.

Log out using .

Display Setting

Use Display Setting to choose the version of the site based on the device used.



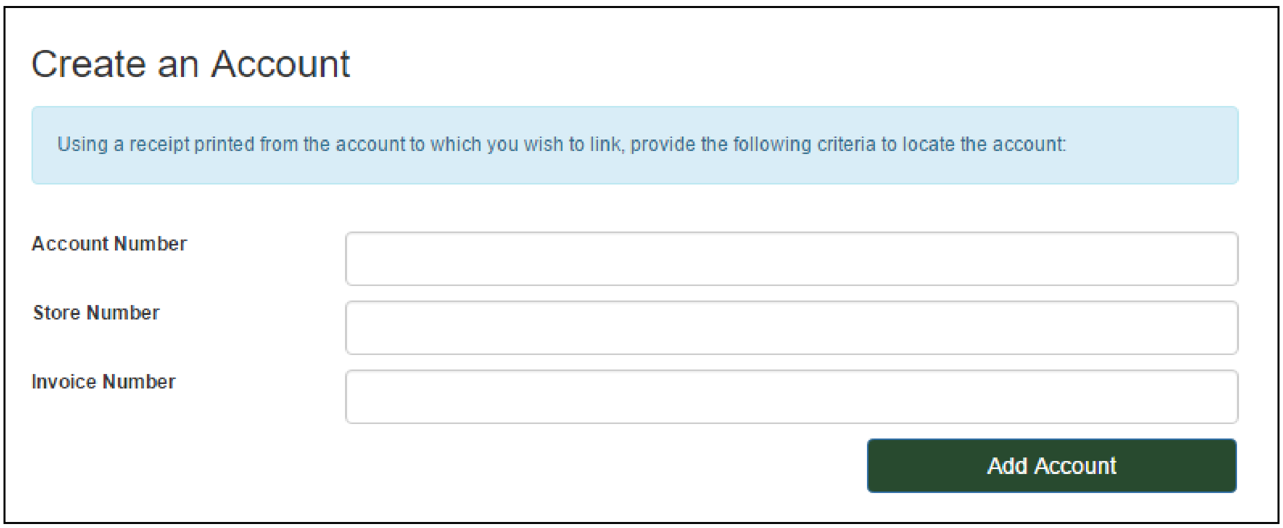
Select

- **Full Site**- for use with PCs
- **Phone Site**- for use with mobile phones
- **Tablet Site**- for use with Tablets.

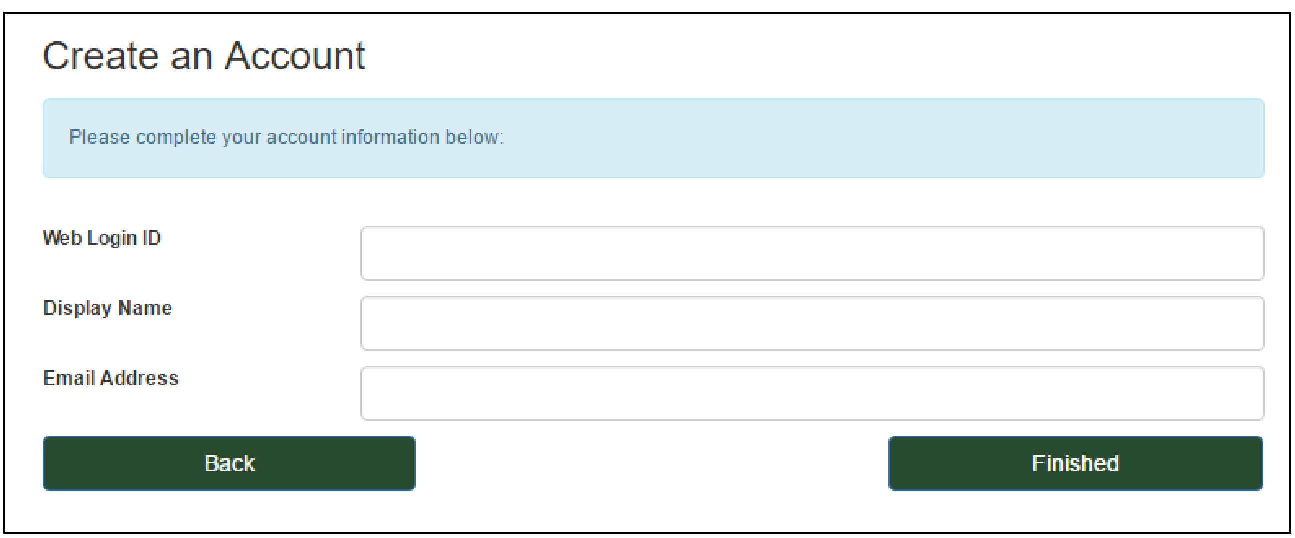
Create an Account

Create an account for the Portal using a recent Invoice. Navigate to the Portal and from the login page, select Create Account. The information required to create an account may vary and are shown for information purposes only.

Supply the Account Number, Store Number and Invoice Number from the sales invoice and click Add Account.



Use the Web Login ID to be used when logging into the Portal.



A Display Name can match or be different from the Web Login ID.

Enter the Email Address that will be used for the Portal account and will receive a confirmation email with the temporary password for the Web Login account.

Click Finished when all information has been entered to finalize creating the account.

Contracts

Use the Contracts menu to locate Bookings and Prepaids.

Bookings

Located under the Contracts menu, view all Open or Closed Bookings associated with your Account.

Open Bookings

◉ Open ○ Closed

Booking ID	Effective Date	Item ID	Item Description	Expiration Date	Quantity	Price	Quantity Sold	Quantity Remaining
100724	07/25/16	11972	Total Equine Feed, 50lb bag	12/31/16	150.0000	28.250	0.0000	150.0000

The information displayed includes

- Booking ID- the System assigned ID
- Effective Date- Date the Booking was created in Merchant Ag PM
- Item ID- Item ID
- Item Description- Description of the Item
- Expiration Date- Date the Booking expires.
- Quantity- the quantity of the item reserved for the Booking. Bookings set as Quote - No Quantity Limit will show Quote as the quantity.
- Price- Displays any negotiated Price for the Item or if the Current L1 price will be used.
- Quantity Sold- Quantity from completed orders that reference the Booking.
- Quantity Remaining- Available Quantity on the Booking

Prepaids

Located under the Contracts menu, view All or Outstanding Prepaids associated with your account.

Prepaids

○ All ◉ Outstanding

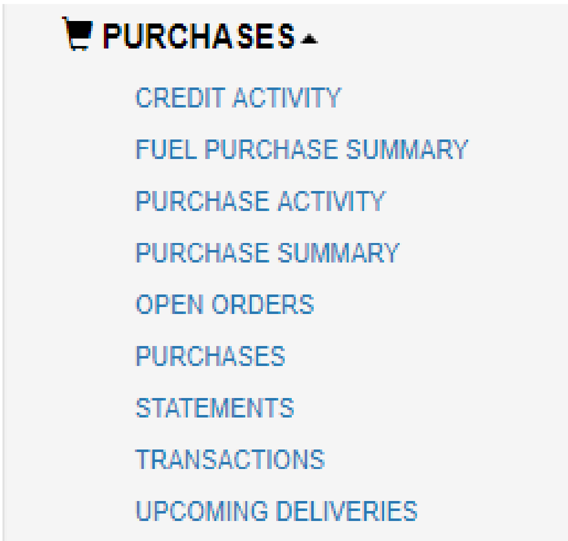
Click a row to view details.

Prepaid ID	Entered	Expires	Amount	Outstanding
10000554	01/10/14	01/30/14	$100,000.00	$99,993.50
10000555	01/10/14	01/30/14	$1,000,000.00	$892,225.23
10000562	01/13/14	02/02/14	$10,000.00	$4,126.10
10000849	06/03/14	06/23/14	$50.00	$15.00
10001050	06/19/14	09/27/14	$100.00	$100.00
10001077	07/02/14	10/10/14	$10,000.00	$10,000.00
10001105	07/25/14	11/02/14	$10,000.00	$10,000.00
10001106	07/25/14	11/02/14	$10,000.00	$10,000.00
10001107	07/25/14	11/02/14	$900.00	$900.00
10001171	09/03/14	12/12/14	$1,500.00	$1,500.00

The information displayed includes

- Prepaid ID- The system assigned ID
- Entered- Date the Prepaid was created in Merchant Ag PM.
- Expires- Any Expiration date set on the Prepaid.
- Amount- Beginning balance of the Prepaid.
- Outstanding- Current balance available for application to transactions.

Purchases Menu



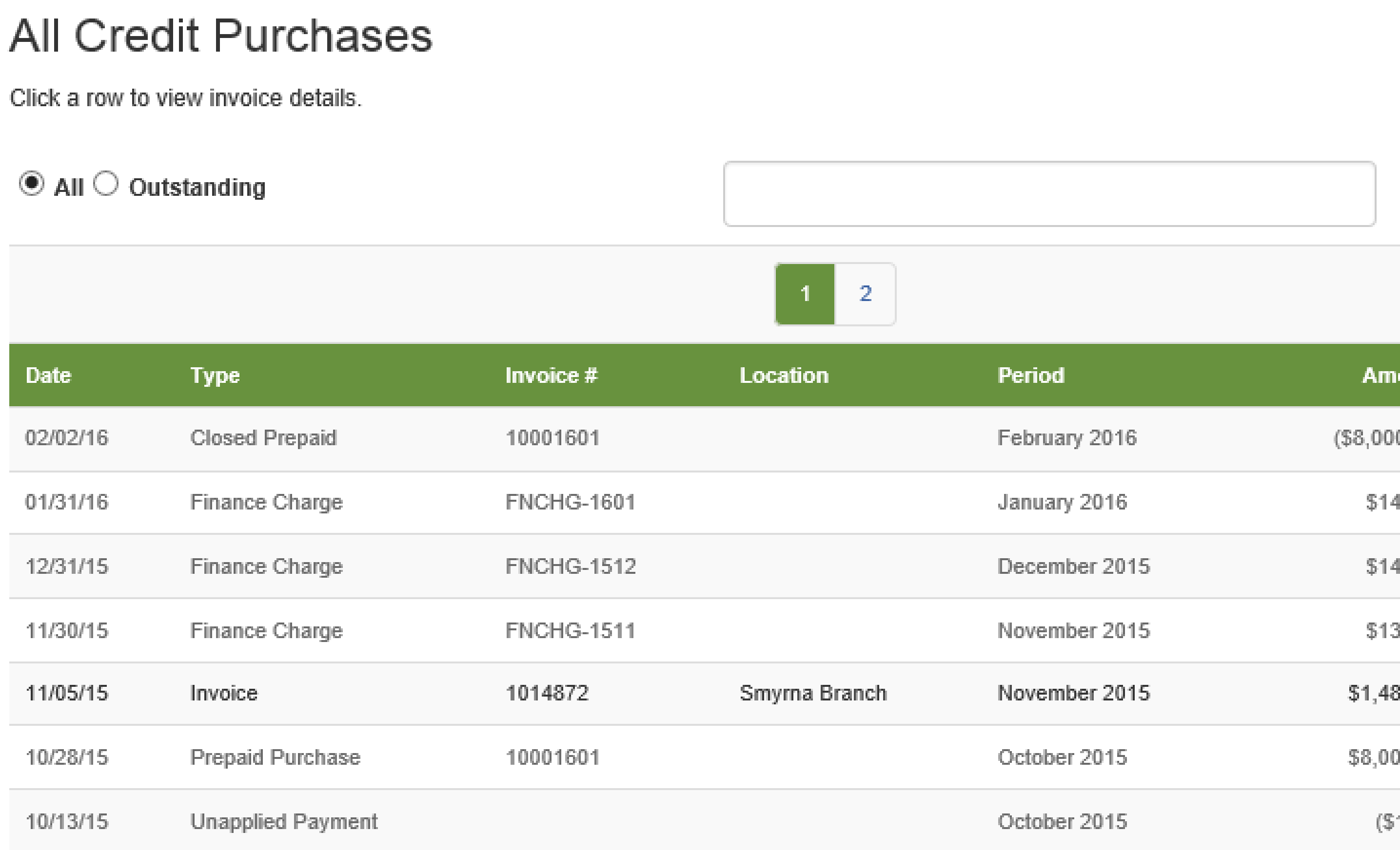
Use the Purchase menu to view

- Credit Activity
- Fuel Purchase Summary
- Purchase Activity
- Purchase Summary
- Open Orders
- Purchases
- Statements
- Transactions
- Upcoming Deliveries

Credit Activity

Outstanding or All Credit Purchases

View Accounts Receivable transactions for your account by selecting All Transactions or view only those included in your Current Balance by clicking Outstanding.



All Credit Purchases

Click a row to view invoice details.

All Outstanding

1 2

Date	Type	Invoice #	Location	Period	Am
02/02/16	Closed Prepaid	10001601		February 2016	($8,000
01/31/16	Finance Charge	FNCHG-1601		January 2016	$14
12/31/15	Finance Charge	FNCHG-1512		December 2015	$14
11/30/15	Finance Charge	FNCHG-1511		November 2015	$13
11/05/15	Invoice	1014872	Smyrna Branch	November 2015	$1,48
10/28/15	Prepaid Purchase	10001601		October 2015	$8,00
10/13/15	Unapplied Payment			October 2015	($1

Search for an Invoice

Enter a specific invoice number in the Search field and click Search.

Review Invoice Details

Click on an invoice listed to review the transaction details. The Invoice View includes

- Invoice Number
- Period
- Date

Print a copy of the invoice by selecting the Printer icon.

# 100158	October 2013	10/22/13

1 of 1

Item #	Description	QTY	Units	Unit Price	Extended
98024	60% Potash - Bulk	13.3335	TON	$180.00	$2,400.03
98031	18-46-00 - Bulk	17.3915	TON	$300.00	$5,217.45
98022	46% Urea - Bulk	10.5860	TON	$300.00	$3,175.80
STEVESP	Spread by contractor	1.0000	ACRE		$125.00
BUGGY	Coop Pull Spreader Rent	41.3110	EACH	$10.00	$413.11

[No signature available]

Product Total	$11,331.39
Sales Tax	$254.06
Invoice Total	$11,585.45

Payment Method

Account Receivable	$11,585.45

The Invoice Line Detail includes

- Item Number
- Item Description
- Quantity Purchased
- Stocking Units of Measure
- Unit Price
- Extended Price
- Product Total
- Sales Tax

The Invoice Total includes

- Product Total- the total of all Items on the Invoice.
- Sales tax and fees assessed.

The amount of the transaction settled to Accounts Receivable is displayed in Payment Method.

Fuel Purchase Summary

View all Fuel Purchases by creating a date range to retrieve all transactions for the date range.

Fuel Purchase Summary

09/01/2017 to 02/15/2018

Grouped By Location

Site Name	Amount
Nashville	$51.13
Total:	$51.13

Grouped By Card

Card ID	Vehicle ID	Amount
1001	1000	$51.13
Total:		$51.13

Site Name	Card ID	SalesDate	Order Number	Product Name	Mileage	Qty	Price	Tax	Amount
Nashville	1001	10/30/2017 1:04:29 PM	G0000077	87 Octane Fuel Gasoline	23500	25.6300	$2.00	$0.00	$51.13

Transactions for the account are

- Grouped by Location
- Grouped by Card

Transaction details also appear below the Grouped By section.

Use the Print icon to generate the Fuel Purchase Summary report.

Open Orders

Review all Open Orders for an account.

Purchases

Transaction List - All Purchases (11/01/17 - 02/15/18)

All Purchases ▾ | Open Orders ▾

Three Months ▾ | 11/01/2017 to 02/15/2018

Click a row in the order list to view invoice details.

Order #	Date	Quote Expires	Location	Type	Amount
220271	11/16/17		Nashville	Fertilizer	$5,324.94
220280	11/17/17		Nashville	Fertilizer	$12,636.00
220305	12/01/17		Nashville	Fertilizer	$17,097.66
1711935	12/20/17		Nashville	Feed Order	$832.03
1711936	12/20/17		Nashville	Feed Order	$599.92
1711937	12/20/17		Nashville	Feed Order	$29.00
220333	01/09/18		Nashville	Fertilizer	$14,507.81
220356	01/23/18		Nashville	Fertilizer	$2,049.53
1712025	01/28/18		Nashville	Oil & Energy	$386.75
1712079	02/13/18		Nashville	Feed Order	$2,900.93

Use the All Purchases to select to view Open Orders for

Orders
Feed Order
Fertilizer
Pump Island Fuel
Direct Orders
Oil & Energy
All Purchases

Select to view Open or Closed Orders.

Define the time period for Open Orders using the drop down menu.

- One Month
- Three Months
- Six Months
- One Year
- Current Year
- Previous Year
- Custom

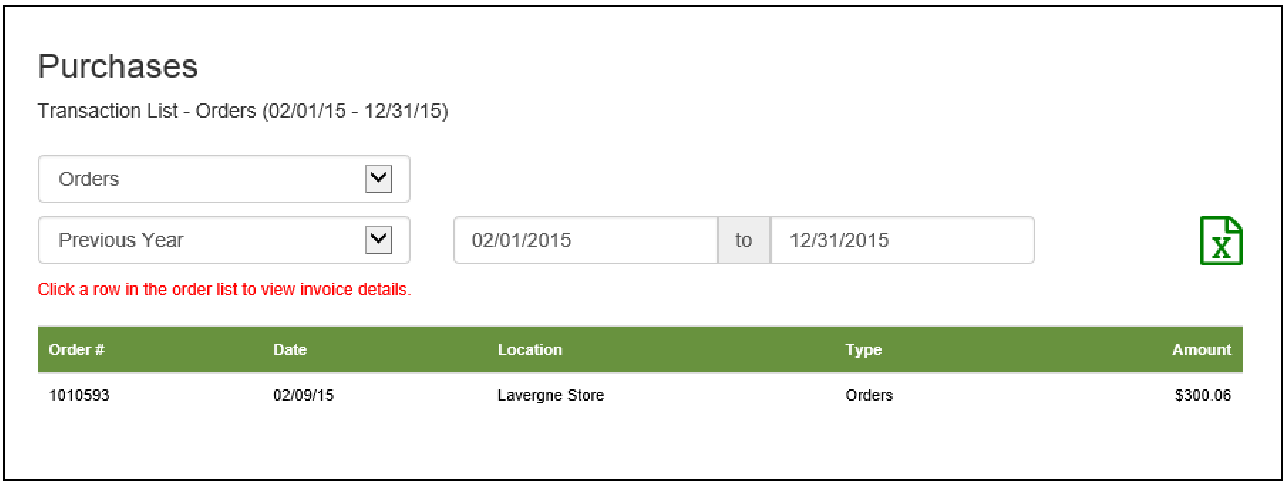
The date fields confirm the dates based on the time period selected or will be used to create the Custom date range.

Expand any Order listed for additional details which can be printed.

Export the full list using the Excel export option.

Purchases

Review all settled Orders for an account.



Use the drop down to focus on a an Order type

- Orders
- Feed Orders
- Fertilizer
- Fuel
- Direct Orders
- All Purchases

View the Order type selected for

- One Month
- Three Months
- Six Months
- One Year
- Custom- enter a date range using the available drop down calendar or enter dates using the mm/dd/yy format.

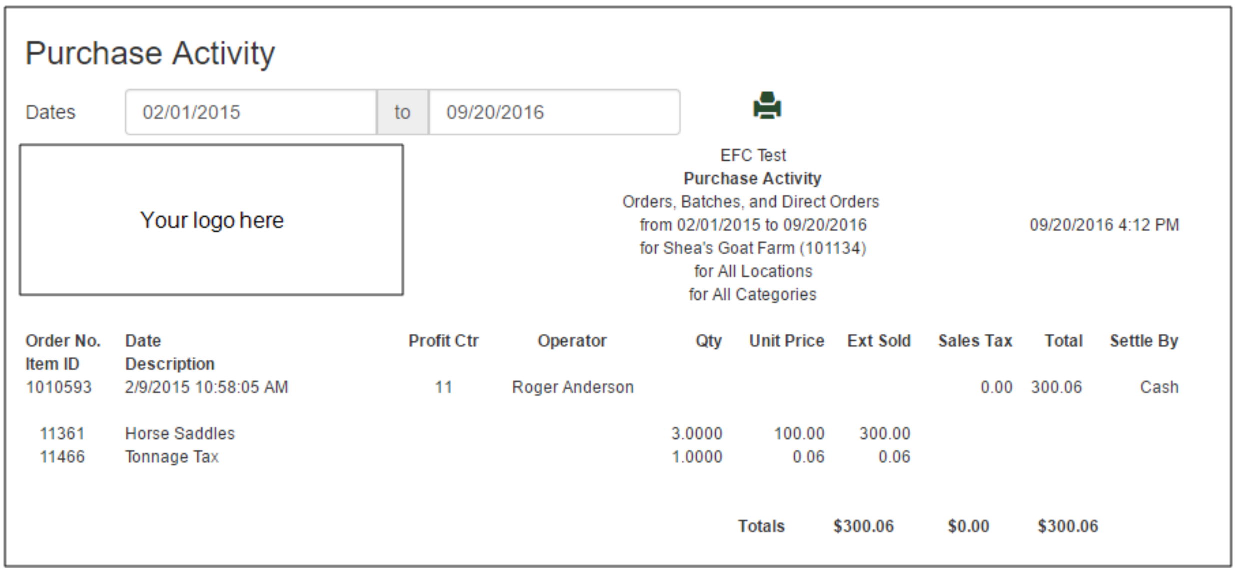
The Order grid will display

- Order Number
- Date the transaction was settled
- Location of the Sale
- Total amount of the Sale.

Export any Order details in .csv file format by clicking the Export icon.

Purchase Activity

Select a date range to view all Purchase Activity on an account that includes items sold, sales tax assessed and how the transaction was settled.


Purchase Activity

Dates 02/01/2015 to 09/20/2016

Your logo here

EFC Test
Purchase Activity
Orders, Batches, and Direct Orders
from 02/01/2015 to 09/20/2016
for Shea's Goat Farm (101134)
for All Locations
for All Categories

09/20/2016 4:12 PM

Order No. / Item ID	Date / Description	Profit Ctr	Operator	Qty	Unit Price	Ext Sold	Sales Tax	Total	Settle By
1010593	2/9/2015 10:58:05 AM	11	Roger Anderson				0.00	300.06	Cash
11361	Horse Saddles			3.0000	100.00	300.00			
11466	Tonnage Tax			1.0000	0.06	0.06			
				Totals		$300.06	$0.00	$300.06	

View the following Purchase Activity for the Date range selected.

- Order Number
- Date and Time of Order
- Location
- Operator
- Item ID
- Item Description
- Quantity
- Unit Price
- Extended Sold
- Sales Tax
- Total
- Settle By

Print the list by clicking the printer icon.

Purchase Summary

Purchase Summary reports are available for All Purchase Summary categories for a range of dates.

Purchase Summary

⚠ WARNING

This Purchase Summary reflects products picked up (purchased) during the period indicated. It does not include the value of any prepayments made. For tax purposes you may need to deduct prior year prepayments and add current year prepayments. Consult your tax professional.

Dec 2017 ▾ to Feb 2018 ▾

Purchase Summary	Amount
Feed & Grain	$841.00
Agronomy	$16,255.20
Tax	$1.14
Total	$17,097.34

Use the date range drop down menus to select a beginning and ending Period for the Summary.

Select the icon to export the on-screen results to a spreadsheet.

Statements

Navigate to the Statements menu for a list of monthly AR Statements and any available Prepaid Statement.

AR Statements

- December 2015
- November 2015
- October 2015
- September 2015
- May 2015

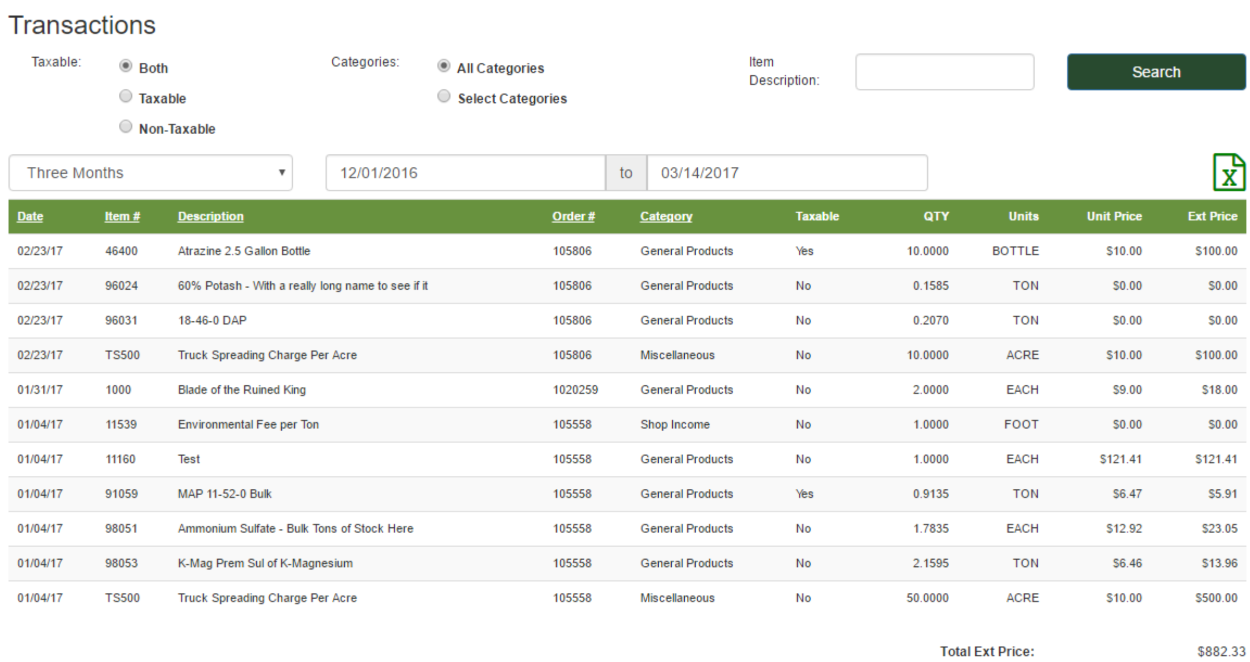
Prepaid Statements

- February 2016
- January 2016
- October 2015

All Statements are available in PDF file format and can be printed by double clicking the Statement name and using the Print options available in your browser.

Transactions

View a full Transaction List for your account using All Purchases.



Transactions

Taxable: Both / Taxable / Non-Taxable

Categories: All Categories / Select Categories

Item Description: Search

Three Months | 12/01/2016 to 03/14/2017

Date	Item #	Description	Order #	Category	Taxable	QTY	Units	Unit Price	Ext Price
02/23/17	46400	Atrazine 2.5 Gallon Bottle	105806	General Products	Yes	10.0000	BOTTLE	$10.00	$100.00
02/23/17	96024	60% Potash - With a really long name to see if it	105806	General Products	No	0.1585	TON	$0.00	$0.00
02/23/17	96031	18-46-0 DAP	105806	General Products	No	0.2070	TON	$0.00	$0.00
02/23/17	TS500	Truck Spreading Charge Per Acre	105806	Miscellaneous	No	10.0000	ACRE	$10.00	$100.00
01/31/17	1000	Blade of the Ruined King	1020259	General Products	No	2.0000	EACH	$9.00	$18.00
01/04/17	11539	Environmental Fee per Ton	105558	Shop Income	No	1.0000	FOOT	$0.00	$0.00
01/04/17	11160	Test	105558	General Products	No	1.0000	EACH	$121.41	$121.41
01/04/17	91059	MAP 11-52-0 Bulk	105558	General Products	Yes	0.9135	TON	$6.47	$5.91
01/04/17	98051	Ammonium Sulfate - Bulk Tons of Stock Here	105558	General Products	No	1.7835	EACH	$12.92	$23.05
01/04/17	98053	K-Mag Prem Sul of K-Magnesium	105558	General Products	No	2.1595	TON	$6.46	$13.96
01/04/17	TS500	Truck Spreading Charge Per Acre	105558	Miscellaneous	No	50.0000	ACRE	$10.00	$500.00

Total Ext Price: $882.33

Select if the transactions are

- Both
- Taxable
- Non-Taxable

Focus on specific Items by selecting

- All Categories
- Select Categories- If chosen, use the Choose Categories button to select the Item Categories to be included.

Search for a specific Item by entering the Item ID in the search field and select Search.

The Transaction list includes

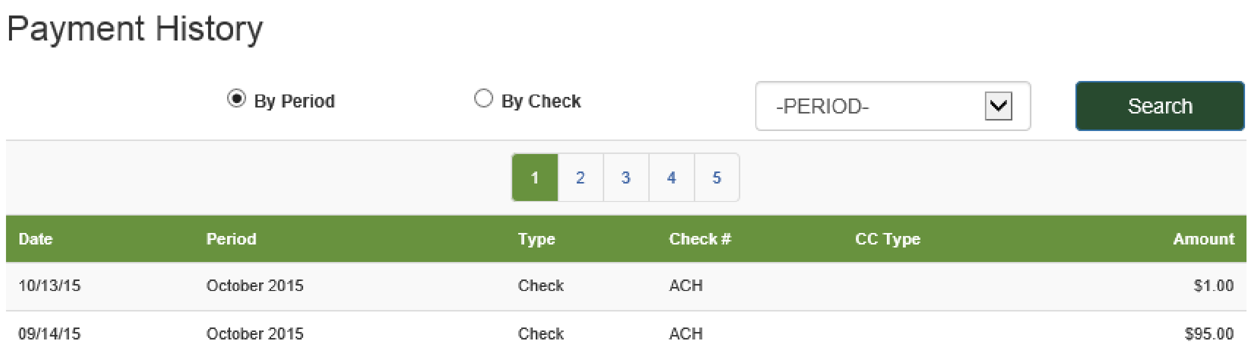
- Item #
- Description

- Order #
- Order Date
- Category
- Taxable
- Quantity
- Stocking Units of Measure
- Unit Price
- Extended Price for the Transaction.

Click to save a copy of All Purchases in .xls file format.

Payment History

Review the full payment history for your account then focus on specific Pay-ments by selecting By Period or By Check.



Date	Period	Type	Check #	CC Type	Amount
10/13/15	October 2015	Check	ACH		$1.00
09/14/15	October 2015	Check	ACH		$95.00

By Period

Select a Financial Period to view payments for a specific period. Return to the main Payments screen by selecting All Payments.

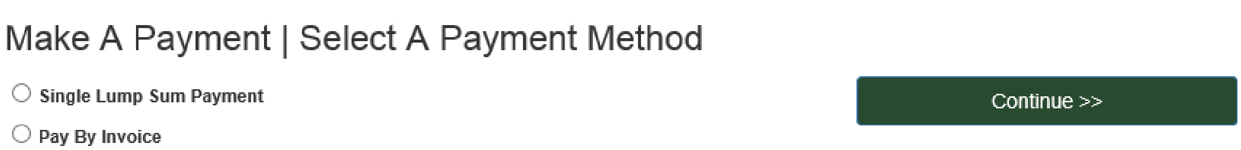
By Check

View Payments made by check or search for a specific check by entering the number in the search field and selecting the Search button.

Make A Payment

If available, click Make a Payment to choose one of the available web payment methods. The Payment Methods available include

- **Single Lump Sum Payment**- Payment amount will be applied to the oldest invoices first.
- **Pay by Invoice Tagging**- Choose which invoices will be paid.



Click **Continue**.

Single Lump Sum Payment

Make A Payment | Specify the amount you want to pay.

Payment Amount:

<< Back   Continue >>

Enter the Payment Amount and click Continue to finalize the payment.

Pay by Invoice Tagging

Make A Payment | Pay by Invoice

☐ **Select All Invoices**   **Payment Total:**

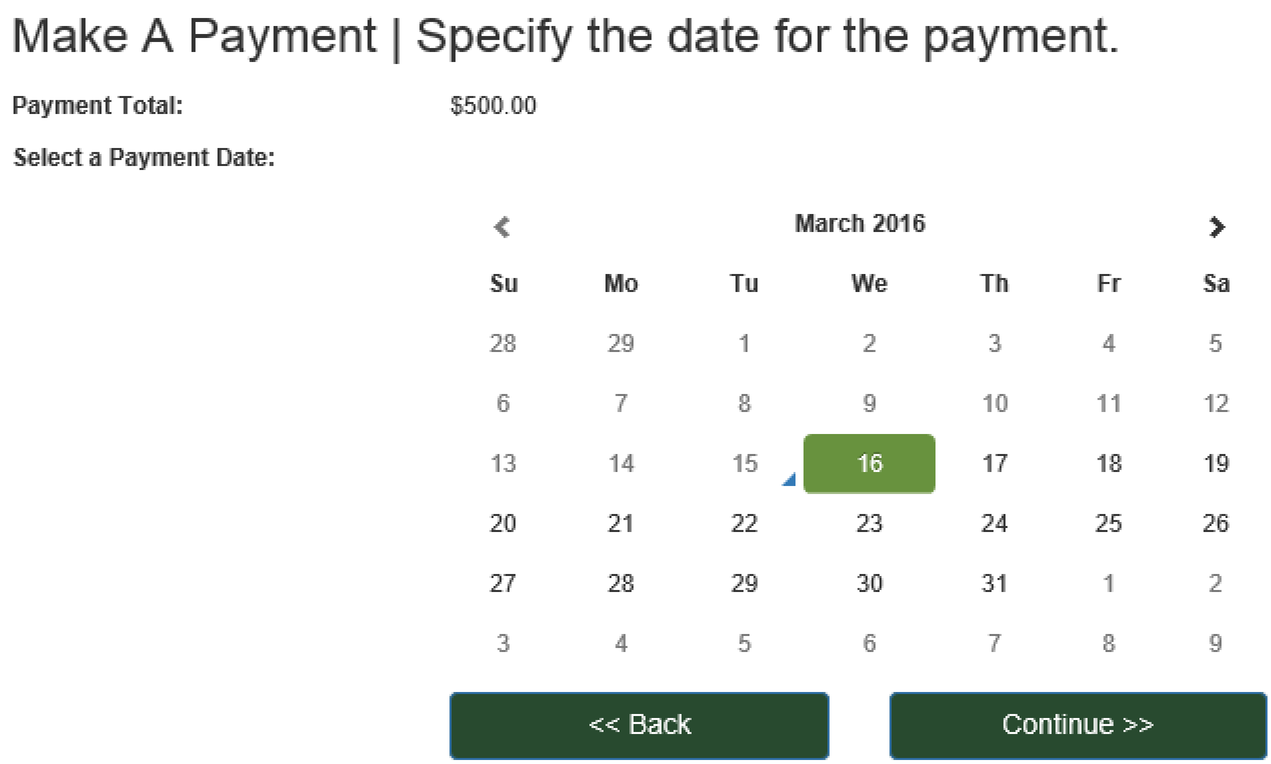
<< Back

Select	Date	Invoice	Type	Location	Total	Amt Due
☐	01/31/16	FNCHG-1601	Finance Charge		$146.15	$146.15
☐	12/31/15	FNCHG-1512	Finance Charge		$143.95	$143.95
☐	11/30/15	FNCHG-1511	Finance Charge		$132.77	$132.77
☐	09/30/15	FNCHG-1509	Finance Charge		$20.02	$20.02
☐	08/18/04	1000227	Invoice	Smyrna Branch	$2,500.00	$1,263.26

All outstanding Invoices are listed, click the checkbox to the left of a specific invoice to tag for payment then click Continue.

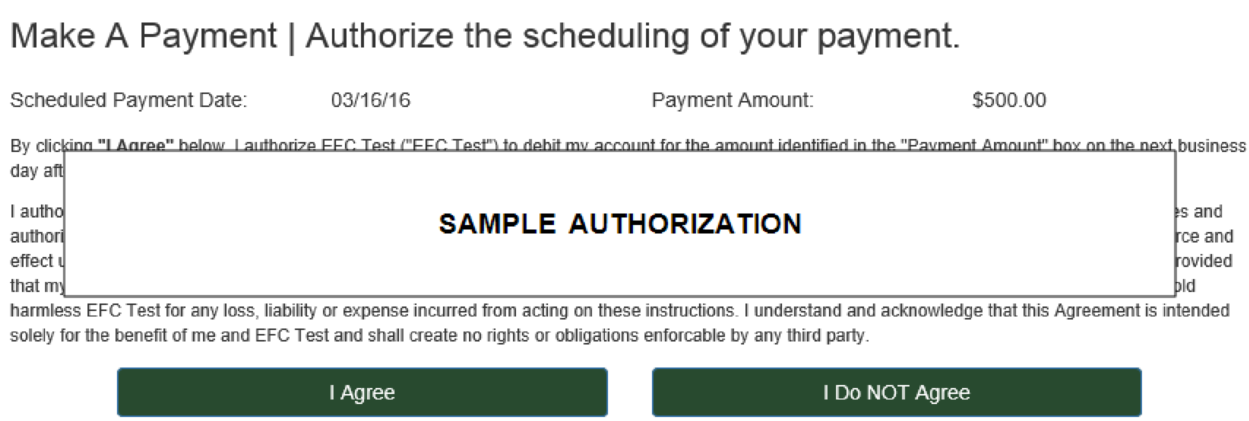
Schedule the Payment

Select the Payment date from the drop down calendar and select Continue.



Authorize the Payment

Review the terms authorizing the scheduling of your payment and select I Agree to finalize the payment.



Pending Payments

If making account payments through the Portal, select Pending Payments to review the payments entered but not yet processed.

Pending Payments

Pending Lump Sum Payments

No pending lump sum payments at this time.

Pending Tagged Invoices

No pending tagged invoice payments at this time.

Field Tracking

Review the Fields associated with your account which includes the Field Cycles, Activities and Documents.

All Fields for Customer 1013963

	Field ID	Field Name	Acres	Location
☐	SOY100	Soybean Field 1	100.00	
☐	SOY101	Soybean Field 2	100.00	
☐	CORN100	Corn Field 1	50.00	

Cycles for All Fields

	Field ID	Cycle	Planted	Harvested	Crop Type	Yield
☐	SOY101	Spring16	02/04/16	08/19/16	Soybeans	

Activities for All Fields and Cycles

Field	Cycle	Date	Batch	App. Fert./Rate	App. Chem(s)/Rate	Applicator
SOY101	Spring16	03/08		MAP Rate: 0.2		
SOY101	Spring16	03/16 Clear, 70 degrees		MAP Rate: 0.3	Root Grow Rate: 0.1	

Documents for All Fields

All Fields

View a list of all fields associated with your account. When multiple fields are listed, select the checkbox to the left of the Field ID to view the Cycles, Activities and Documents for that specific field.

Cycles for All Fields

View all Cycles or focus on a specific Cycle by selecting the checkbox to the left of the Field ID field to view the selected Cycle only.

Activities for All Fields and Cycles

Review All Activities for Fields and Cycles

- Field- Displays the Field ID
- Cycle- The Cycle assigned to the field
- Date- Date of the transaction
- Batch- Batch number
- App.Fert/Rate- Applied Fertlizer and application rate.
- App. Chems(s)/Rate- Applied Chemicals and application Rate.
- Applicator- Displays the name of the Applicator for the action.

Documents for All Fields

Any documents attached to the account for any field will be listed and viewable.

Licenses

Use the Licenses menu to review all Technical and Restricted Chemical Licenses associated with your account.

Licenses

Tax

License	Lic. #	Issued	Expires
TN Farmer	369852147		12/31/20

Chemical

No Chemical licenses were found.

Tech

License	Lic. #	Issued	Expires
MONSANTO	54887980	07/25/16	

Each Chemical License will start with the State abbreviation and include the Expiration date. Any license that has expired will be highlighted in red.

Technical Licenses will list the License number and the Issued date.

VFDs

View all Veterinary Feed Directives associated with the Account. Use the drop down menu to display All, Current or Expired VFDs.

VFDs

Current ▾

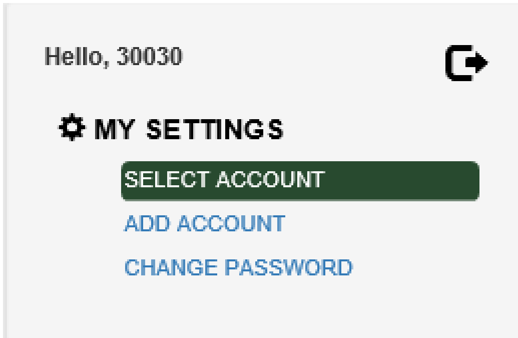
Item	Vet Name	Quantity	Unit Type	Expiration Date
Dairy Calf Starter, Medicated	Dr. Raymond Doolittle	250.0000	Pounds	06/23/17

The view only information includes

- Item- Item description
- Vet Name- The Name of the veterinarian who issued the VFD.
- Quantity- Allowed purchase quantity for the VFD
- Unit Type- Displays the Stocking Unit of Measure for the item.
- Expiration Date- Date the VFD expires.

My Settings

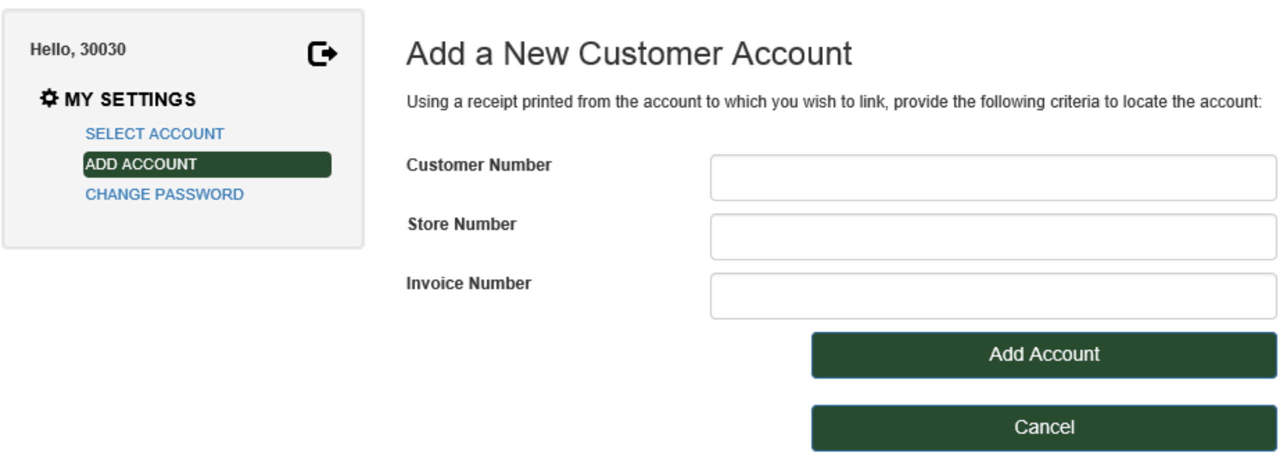
Switch to any account associated with your Login using Select Account.



Use the Select Account option to select any Merchant Ag PM account associated with your username.

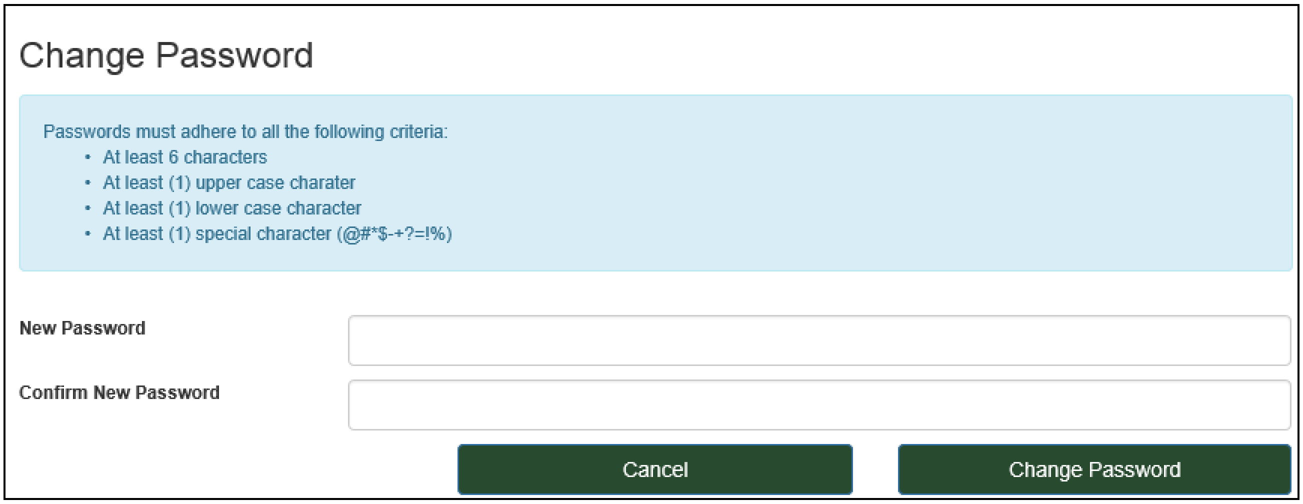
Add Account

Use Add Account to associate an account in Merchant Ag PM with your user-name.



Change Password

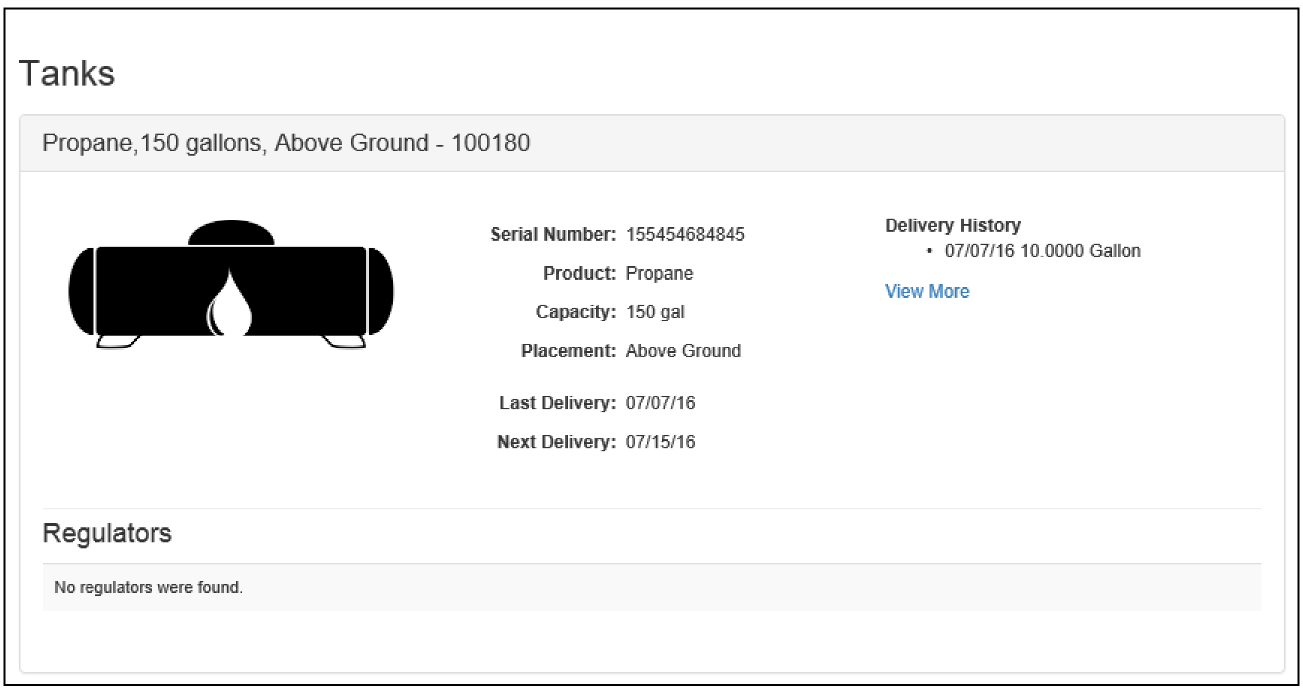
Create a new password that meets the criteria indicated.



Oil & Energy

Tank Information

Navigate to Oil & Energy > Tank Information to view the list and details of Oil & Energy Tanks associated with a Customer account.

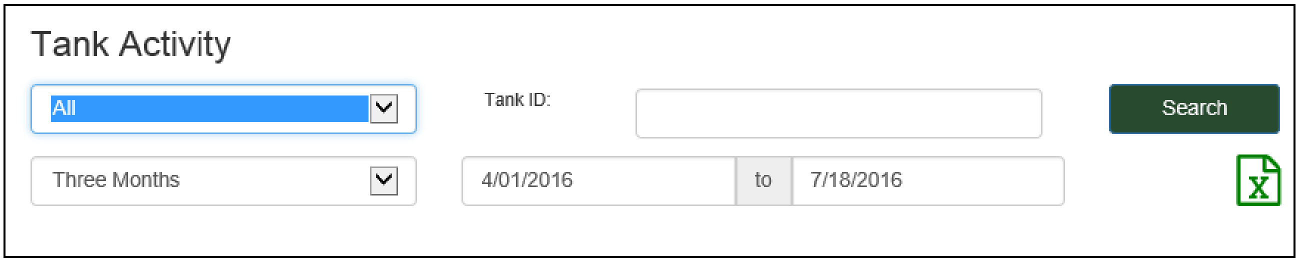


The basic information provided includes

- Serial Number
- Fill Product
- Capacity

- Last Delivery
- Next Delivery
- Past Deliveries

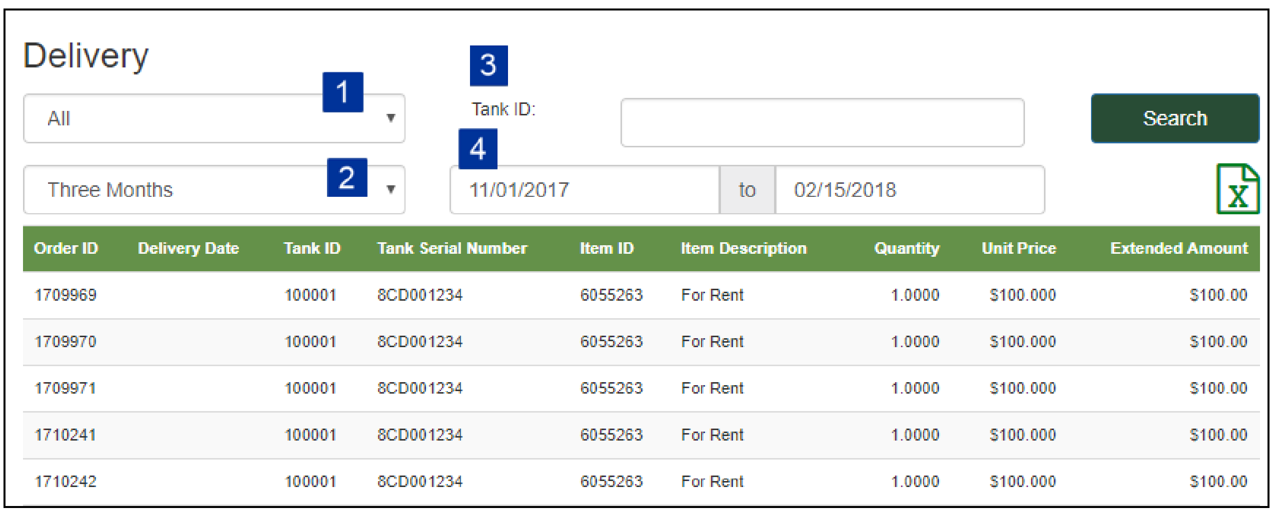
Select View More to access additional Tank Activity and select the Type of Activity then specify the Dates and click Search.



Export the search results to an spreadsheet using .

Delivery

Review upcoming and past Oil & Energy deliveries by selecting Activity found in the Oil & Energy menu.



Order ID	Delivery Date	Tank ID	Tank Serial Number	Item ID	Item Description	Quantity	Unit Price	Extended Amount
1709969		100001	8CD001234	6055263	For Rent	1.0000	$100.000	$100.00
1709970		100001	8CD001234	6055263	For Rent	1.0000	$100.000	$100.00
1709971		100001	8CD001234	6055263	For Rent	1.0000	$100.000	$100.00
1710241		100001	8CD001234	6055263	For Rent	1.0000	$100.000	$100.00
1710242		100001	8CD001234	6055263	For Rent	1.0000	$100.000	$100.00

Figure 1 highlights the Type of delivery field. Select the drop down menu to focus on All, Past or Upcoming deliveries.

In the Tank ID field, **figure 3**, enter the Tank ID to focus on the deliveries to that Tank only.

Select dates to view Tank Activity by selecting a period, **figure 2**, or enter custom dates in the section, see **figure 4**.

Export the information displayed to MS Excel by selecting the Excel icon.

Lease Agreements

Lease Agreements for Oil & Energy Customers are now visible on the Portal by expanding the Oil & Energy menu and selecting Lease Agreements.

Lease Agreements

Current

Tank ID	Serial Number	Capacity	Description	Start Date	End Date	Fee Period	Fee
100043	489797897878	500 Gal	Rental Agreement	10/01/15	09/30/16	Monthly	$5.00

Sales Contracts

Any Sales Contract associated with an Oil & Energy Customer can be reviewed by selecting Sales Contract from the Oil & Energy menu.

Sales Contracts

Contract ID	Start Date	End Date	Item	Price	Total Qty	Used Qty	Available Qty
10000003	08/17/16	08/17/19	Propane	$1.19	5000.0000	0	5000.0000
10000005	08/17/16	08/17/19	Propane	$1.19	5000.0000	325.0000	4675.0000
10000021	08/08/17	08/08/18	Propane	$0.89	10000.0000	0	10000.0000
10000022	08/08/17	08/08/18	Dyed Farm Diesel	$1.50	5000.0000	0	5000.0000
10000024	09/20/17		Propane	$0.88	1000.0000	0	1000.0000

The information provided includes

- Contract ID
- Start and End Date of the Contract
- The Item on the Contract
- The Price indicated for the Item
- Total Quantity
- Used Quantity, the Quantity from completed Orders
- Available Quantity, the remaining quantity on the contract.

Budget Billing

View details on the Budget Billing for the current year.

Budget Billing

Credit Limit	$13,000.00	Current Balance	($372.70)
Current Monthly Payment	$250.00	Available	$13,372.70

Optional Features

These optional features may be available for your account.

Address Book

Edit, Remove or Add account addresses using the Address Book feature, if available. All addresses currently associated with your account will be listed. This is an optional feature.

ADD NEW

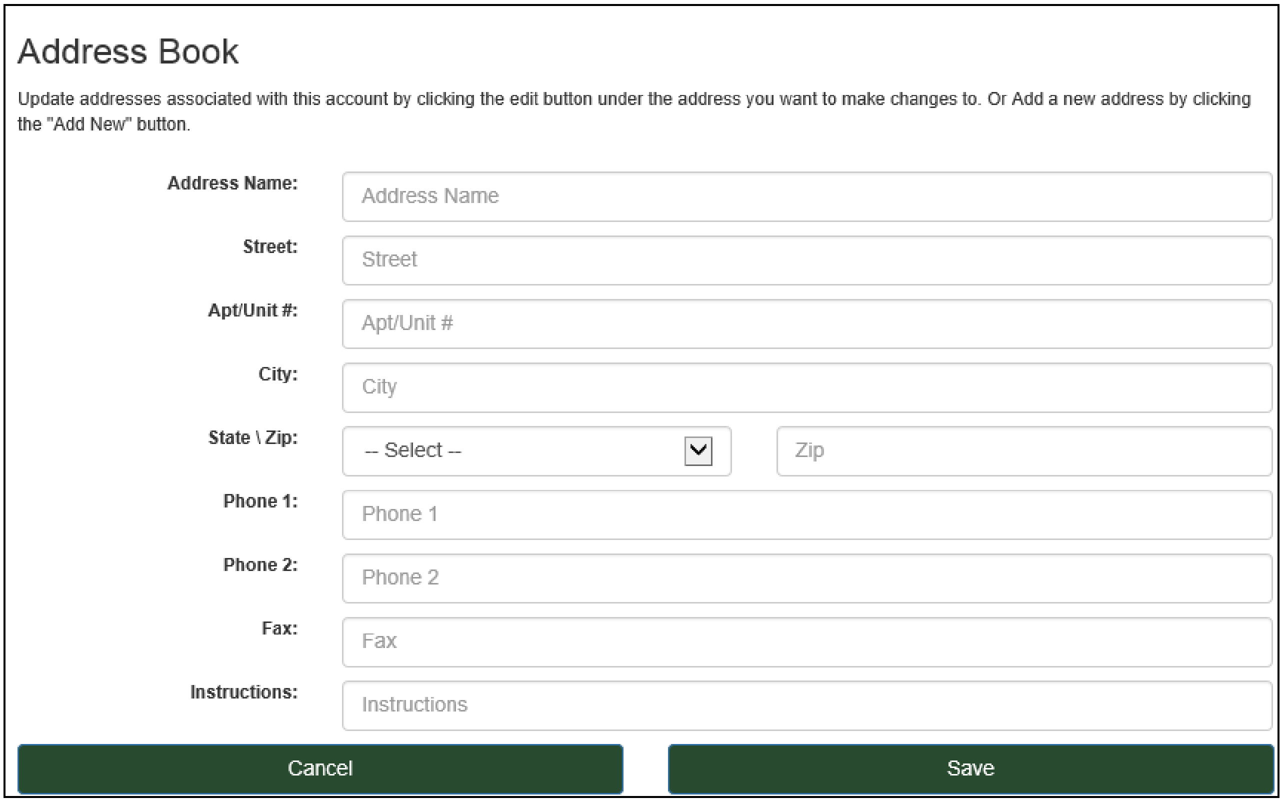
Jones Farms (Primary)
896 County Farm Road
Lavergne, TN 37085
931-555-6931

Edit

Jones Farms Warehouse
900 County Farm Road
Lavergne, TN 37086
615-444-7777

Edit Remove

Click Add New to add an address to the Address Book.



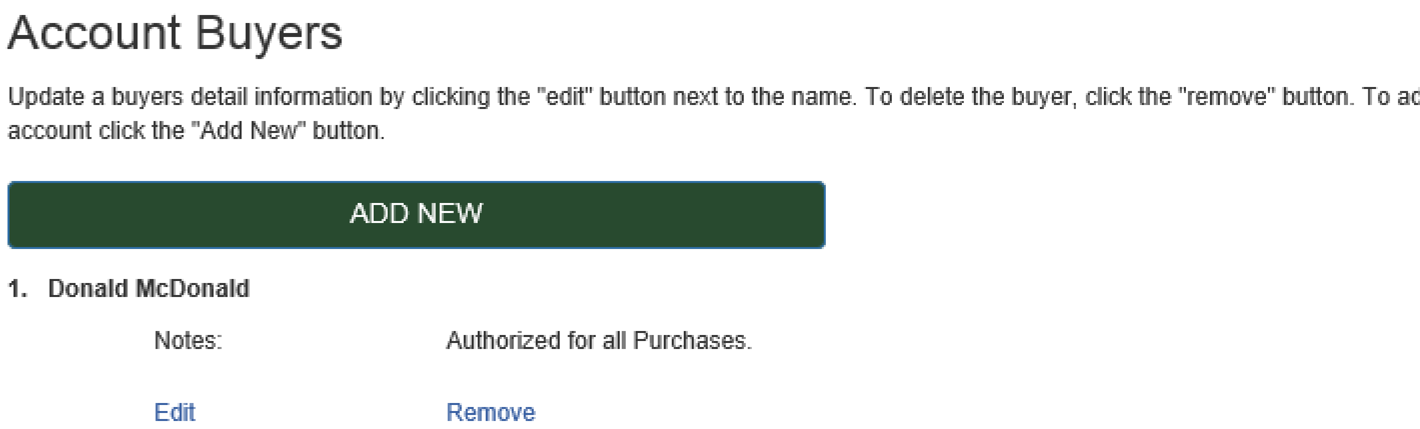
Enter a new address and include

- Address Name
- Street
- Apt/Unit #
- City
- State/Zip
- Phone 1
- Phone 2
- Fax
- Instructions- Enter up to 30 alpha-numeric Instructions for the address.

Click Save to add the address to the Address Book entries.

Buyers

Add, edit or remove a Buyer from your account, if available. This is an optional feature.



Edit an existing Buyer by clicking the Edit below the name.

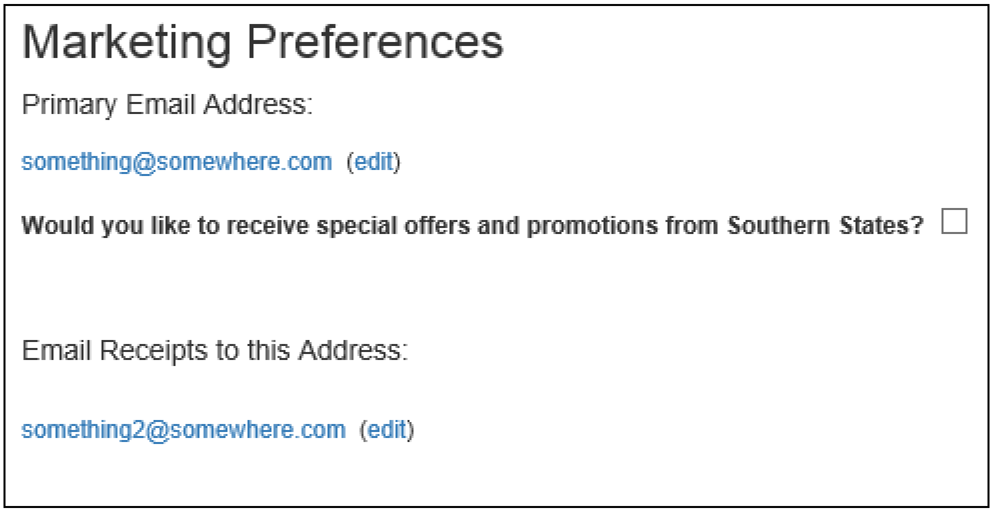
Remove a Buyer by selecting Remove.

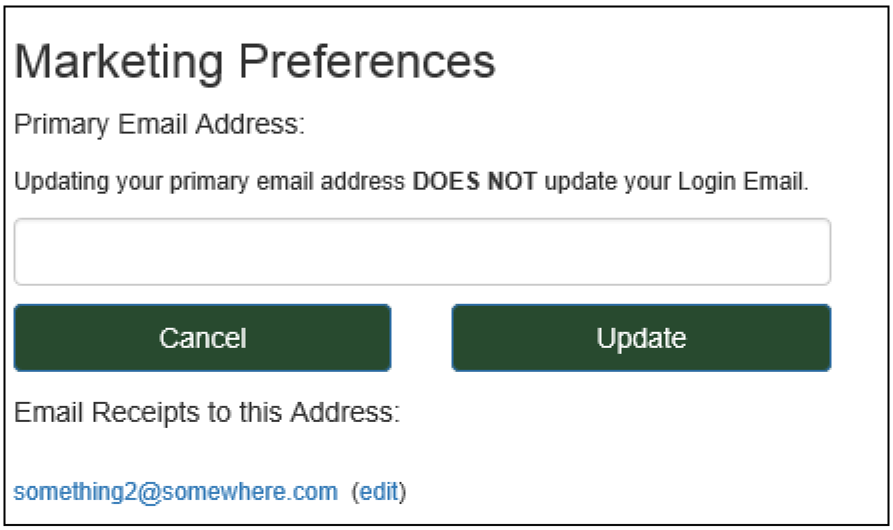
Click Add New to add a new Buyer to the Account.

Enter the Buyer name and up to 70 alpha-numeric characters in the Notes field.

Email Preferences

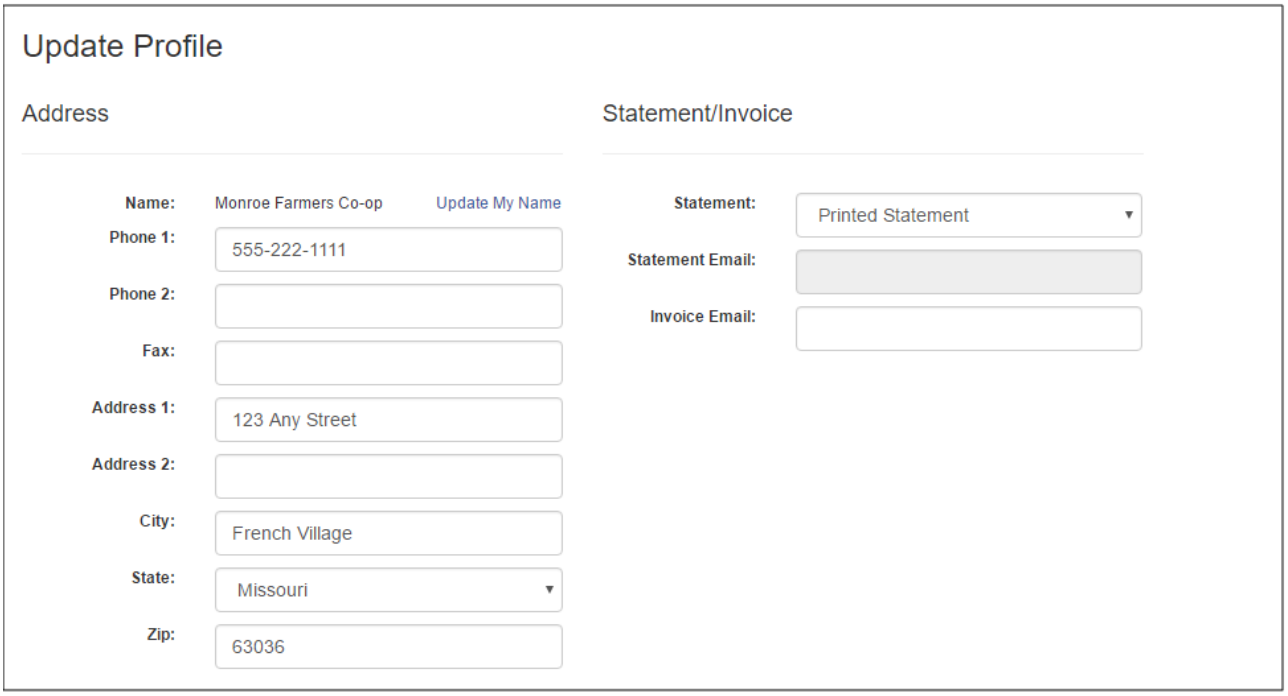
Update the Primary Email or the Receipts Email address for your account by selecting Edit for either address. Set your preference for marketing emails by selecting Yes or No.





Update Account

If available, submit an update to the address or phone number associated with your account. Enter the appropriate information then click Reset to send the request for review.



Update Profile

Address

Name: Monroe Farmers Co-op Update My Name
Phone 1: 555-222-1111
Phone 2:
Fax:
Address 1: 123 Any Street
Address 2:
City: French Village
State: Missouri
Zip: 63036

Statement/Invoice

Statement: Printed Statement
Statement Email:
Invoice Email:

Use the Statement/Invoice section to select how to receive your monthly statements

- Printed Statement
- Electronic Statement
- Email Statement
- No Statement

If Email Statement is selected, use the Statement Email field and enter the email address(es), using a comma or semi-colon to separate multiple addresses, that will receive the statement.

Use the Invoice Email field to enter the email address(es) that will receive all sales invoice for purchases.