

PNC PAYER EXPRESS - CLIENT

Tradesmen International has selected PayerExpress as a means to streamline invoice payments. It is an easy, secure way for you to pay your bill electronically. Each PayerExpress transaction is conducted over secure servers and all sensitive data, including financial account information, is encrypted. Complete financial account information will never be displayed on screen.

We are please to provide this free online service, allowing you to quickly and easily pay invoices from your business account.

Login

<https://www.payerexpress.com/ebp/TRADESMEN/Login/Index>

On the landing page:

1. Enter your Client ID Number.
2. Enter your Zip Code.
3. Check the box next to "I'm not a Robot" for added security.
4. Click the green "Pay Now" button.

Pay My Bills

The "Pay My Bills" page will list all open invoices to be paid.

1. Select the circle(s) next to the invoice(s) you want to pay.
2. If the amount you're paying is different than the amount due, type the amount you are paying into the "Payment Amount" box.
3. A box will appear next to the Payment Amount containing a drop-down menu of options. Select the correct option to indicate why you are paying an amount that differs from the "Amount Due".
 - 01 - Sales Tax Exempt
 - 02 - Invoice Dispute
 - 03 - Partial Payment
 - 04 - Other
4. There is a comment box available for further explanation, if needed.

	Invoice Date	Due Date	Invoice Number	Amount Due	Payment Amount	Payment Code
1	2/20/2020	Upon Receipt	4192453	697.00	500.00	
	2/20/2020	Upon Receipt	4192452	640.00	640.00	
	2/20/2020	Upon Receipt	4192451	368.00	368.00	
	2/20/2020	Upon Receipt	4192455	697.00	500.00	

1. A "Payment Summary" box is located on the right hand side of the screen, showing the number of invoices to be paid as well as the total amount.
2. Click "Add a Payment Method" to add your banking information.

Add a Payment Method and Make a Payment

The Bank Account information entered here can be saved for future use.

1. Select if the "Account Type" is Personal or Business.
2. Select if the "Banking Type" is Checking or Savings.
3. Enter the Name on the Account.
4. Enter the Routing Number.
5. Enter the Account Number.
6. Repeat the Account Number.
7. Check "Agree and Add Account".
8. Check "Remember Me" if you wish to save this account information for future payments.
9. Click the green "Add" button.
This payment method will now be available in the "Payment Method" drop-down in the Payment Summary.

1. Select the account you just added from the "Payment Method" drop-down menu.
2. The "Pay Date" will auto-fill with the current date.
3. The note below the "Pay Date" specifies when payments will be posted, based on the time they are confirmed.
4. Click the green "Continue to Payment" box.

1. The "Verify Payment" screen will confirm:
2. The invoice(s) you are paying.
3. The amount you are paying.
4. The bank account being used.
5. The Terms and Conditions of using this method of payment
6. Check the box that you agree with the required Terms and Conditions.
7. Enter your company name.
8. Enter the email address you would like a receipt sent to.
9. Click the green "Make Payment" button.

Verify Payment 1

CC PAYMENT SUMMARY

2 Invoices 2 \$1,140.00 3

Payment Method 4 [Add A Payment Method](#)

BANK OF QA *****1111

Payment Date: 4/13/2020

Payments confirmed before Monday, April 13, 2020 8:00 PM ET will be posted on Tuesday, April 14, 2020.
Payments confirmed after Monday, April 13, 2020 8:00 PM ET will be posted on Wednesday, April 15, 2020.

Terms and Conditions 5

These terms and conditions are designed to provide you information on the services we provide and outline important conditions that apply to your using this service. PNC/Demo and various third party vendors provide the internet bill presentment and payment service. It is subject to the consumer banking regulatory protections described in Regulation E of the Electronic Fund Transfers Act. When you open your account with us, or any third party vendor acting on our behalf, you, and any person you authorize to perform functions on your account, agree to these terms and conditions.

1. Erroneous Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.

2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers which would exceed such limits, so we recommend you check with your bank to determine what limitations are.

[Print Terms and Conditions](#)

Customer Name 7

THREE RIVERS CORPORATION

[Update Customer and Address Information](#)

By checking this box you agree to the terms and conditions stated above.

6 By clicking the **Make Payment** button I **Test**, confirm that today, Monday April 13, 2020, I am authorizing a one-time payment from my Checking account ending in *****1111 in the amount of \$1140.00 USD to be remitted to Tradesmen International LLC Demo. This payment will occur on or after Tuesday April 14, 2020.

If you have any questions regarding this transaction request, please call 440-349-3432.

E-mail 8

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Make Payment

[Cancel](#)

PAYMENT DETAILS [Expand](#)

Invoice Date	Due Date	Invoice Number	Amount Due	Payment Amount	Payment Code
- CLIENT ID NUMBER 301383					
3/20/2020	Upon Receipt	4192432	640.00	640.00	Select Option

The next screen you will see is a Payment Process box, followed by a Confirmation.

A confirmation will also be sent to the email address provided on the previous screen.

Confirmation

Thank You! Your payment has been made.

[Print Confirmation Page](#)

Payment Date	4/13/2020
Payment Method	BANK OF QA *****1111
Total Payment	\$1,140.00

THREE RIVERS CORPORATION

THREE RIVERS DESIGN INC
PO BOX 3467
MIDLAND, MI 48641

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Monday, April 13, 2020 8:00 PM ET will be posted on Tuesday, April 14, 2020.
Payments confirmed after Monday, April 13, 2020 8:00 PM ET will be posted on Wednesday, April 15, 2020.

If you have any further questions about payments to Tradesmen International LLC Demo, please contact our office at 440-349-3432.

Client ID Number	Confirmation #	Payment Amount	Number of Invoices
101583	3100568073	\$1,140.00	2

[Return to Pay My Bills](#) [Log Out](#)