Pay by Text Registration

The Pay by Text feature is the fastest growing payment method for registered customers. This feature allows your customers to conveniently pay their bill by answering with an **OK** and a **Pay** command if they wish to pay with their saved payment method. The customer is also provided with a link to access the customer portal right on their mobile device to complete the payment. Registration is a quick two-step process.

How to Register for Pay by Text:

 From the Customer Portal the registered user selects the Edit button to the right of Pay by Text or from the My Profile menu at the top of the screen they can select Pay by Text.

| TRAINING-TEST MCL | My Account → My Profile → Support → C→ |
|---|--|
| Your Account at a glance | AutoPay Change Password Manage Accounts Paperiess Payment Methods |
| I want to Pay my involces 🗲 | Pay by Text Recurring Scheduled Payments Update Account Info Update My User Info C AutoPay |
| View my payment history View my scheduled payment history Manage my AutoPay settings Manage my Paperless settings Update my account information | Paperless Paperless Paperless EDIT |
| Recent Open Invoices > | Recent Closed Invoices > |
| Invoice Date Due On Balance Due | Invoice Date Account # Record Type |

Or the user can access the Pay by Text page from the **My Profile** menu, by selecting the **Manage Accounts** menu. From the list of users, select the one to add Pay by Text by clicking on the arrow to the left of the name and then **Edit Pay by Text enrollment**.





2. From the **Pay by Text** page the user selects, the check box next to **Sign up for Pay by Text**.

| D Pay by Text |
|-------------------------|
| Your Accounts |
| #UTIL-1128 - Wilt Otto |
| |
| Sign up for Pay By Text |
| Save my changes |

3. The user enters their mobile phone number including area code and clicks on **Save my** changes.

| Pay by Text |
|---|
| Your Accounts |
| #UTIL-1128 - Wilt Otto |
| |
| |
| Sign up for Pay By Text |
| Enter a Phone Number * |
| XXXX - XXXX - XXXX |
| Message and data rates may apply. You may opt out of text delivery at any time by replying STOP to any Text message received from Invoice Cloud. Text HELP for more information |
| Message frequency varies. Contact customer support at (901) 123-4567. T-Mobile is not liable for delayed or undelivered messages. |
| |
| ✓ Save my changes |



4. The user receives confirmation that the record has been successfully updated and the user is instructed to check their mobile phone to complete the registration process. The user can select **Resend TEXT** to have the text resent to their phone. They can also cancel the registration by selecting the link at the bottom of the screen: *You may cancel this registration by clicking here.*

| Pay by Text | |
|--|--------------------------|
| Your Accounts | |
| #UTIL-1128 - Wilt Otto | |
| | |
| | |
| Your information has been updated successfully. | |
| Please check your mobile phone and read the details in order to complete the registration p | rocess. |
| | |
| Registered Phone Number * | |
| 813 - 526 - 3211 | |
| Message and data rates may apply. You may opt out of text delivery at any time by replying STOP to a from Invoice Cloud. Text HELP for more information. | ny Text message received |
| Message frequency varies. Contact customer support at (901) 123-4567. T-Mobile is not liable for dela messages. | yed or undelivered |
| | |
| Resend TEXT | |
| You may cancel this registration by clicking here | |

InvoiceCloud[®]

After the user enters their mobile phone number on the Customer Portal, from their mobile phone they will complete the registration by responding to text displayed in Figure 1 below. The user types in OK as shown in Figure 2. When the user receives the response shown in Figure 3, the Pay by Text registration is complete.

| Figure 1 | | Figure 2 | | | | | Figure 3 | | | | | | |
|---|------------------------|--|--|--------------------|-----|-------------------------|---------------------------|---|--|---|-----------------------------------|------|--------------|
| 💷 AT&T 🗢 1:37 PM | 1 💷 | T 🗢 | 1:37 PI | N | | 7 💼 | III AT&T | Ŷ | | 1:37 PM | | | 1 🗔 |
| < Q 741-21 > | < | | 741-21 |) | | | < | | | 741-21> | | | |
| Text Message Today 1:36 PM | | | Text Mess Today 1:36 | age PM | | | Cor | gratula | ations, y | ou are | | | |
| Congratulations, you are almost done. Reply OK to activate TEXT messaging from Training - TEST | Cc alr ac Tra | ngratulatio nost done. tivate TEXT aining - TES | ns, you ar Reply OK ſ messagii ST | e to ng from | | | aim acti Trai | ost dor vate TE ning - | EXT me | y OK ti ssagin | o g from | ו | Ok |
| | 0 | | Text Mes | sage | | OK | You mes Rep fror | will no ssages ly STO n future | w recei from Tr P to uns TEXT | ve TEX aining subscr messa t Mess | (T - TES ibe ges. age | т | |
| | | 1 | Hi | | We | | (| Dk | 1 1 | hanks | 6 | Talk | later |
| | Q | WEF | ידא | r U | I 0 | Ρ | QV | VE | R | ΤY | U | 1 | 0 P |
| | А | S D | FG | ΗJ | К | L | Α | S | D F | G | Н | JK | L |
| | • | zx | c v | BN | М | $\overline{\mathbf{x}}$ | | Z | кс | V | в | NM | \bigotimes |
| Text Message | 123 | e | spa | ace | ret | urn | 123 | | Q. | spa | се | ſ | eturn |

6. The **Customer Portal** dashboard shows the green check confirming the user's **Pay by Text** registration.

| | ount at a gl | ance | | |
|--|---|--------------------|--|-----------------------|
| want to | | | Services | |
| Pay my invoices | > | | C AutoPay | 🖍 EDIT |
| View my payment hi View my scheduled (| story 🗲 payment history 🗲 | | Paperless | 🖍 EDIT |
| Manage my AutoPay Manage my Paperle Update my account | y settings > ss settings > information > | | Pay By Text | × |
| | | | | |
| Recent Open I | nvoices 🔉 | | Recent Closed In | voices 🕻 |
| Recent Open I Due On | Invoices > | | Recent Closed In | voices > |
| Recent Open I Due On 7/25/2019 | Invoices > Invoice Date 6/1/2019 | | Recent Closed Inv Invoice Date 4/12/2019 | Account # PP-04886 |
| Recent Open I Due On 7/25/2019 Recent Payme | Invoices > Invoice Date 6/1/2019 | | Recent Closed In Invoice Date 4/12/2019 Upcoming Schedu | Account # PP-04886 |
| Recent Open I Due On 7/25/2019 Recent Payme Payment Date | Invoice Date 6/1/2019 | Amount | Recent Closed In Invoice Date 4/12/2019 Upcoming Schedu | Account # PP-04886 |
| Recent Open I Due On 7/25/2019 Recent Payme Payment Date 4/5/2019 | Invoices > Invoice Date 6/1/2019 ents > Account # PP-04886 | Amount \$191.76 | Recent Closed In Invoice Date 4/12/2019 Upcoming Schedu | Account # PP-04886 |

Cancelling Pay by Text

 Users can cancel Pay by Text by selecting Pay by Text from the dashboard or by selecting Pay by Text from the My Profile menu. The Pay by Text page appears, and the user selects the cancellation link and they are not unenrolled in Pay by Text.

| Pay by Text |
|---|
| Your Accounts |
| #UTIL-1128 - Wilt Otto |
| Registered Phone Number * 813 - 526 - 3211 |
| Message and data rates may apply. You may opt out of text delivery at any time by replying STOP to any Text message received from Invoice Cloud. Text HELP for more information. Message frequency varies. Contact customer support at (901) 123-4567. T-Mobile is not liable for delayed or undelivered messages. |
| Resend TEXT You may cancel this registration by clicking here. |