

PLUS INC.

How to Pay our Invoices on the Juice Payments Portal Register, Make a Payment, Set up Auto-Pay

How to Create a Login

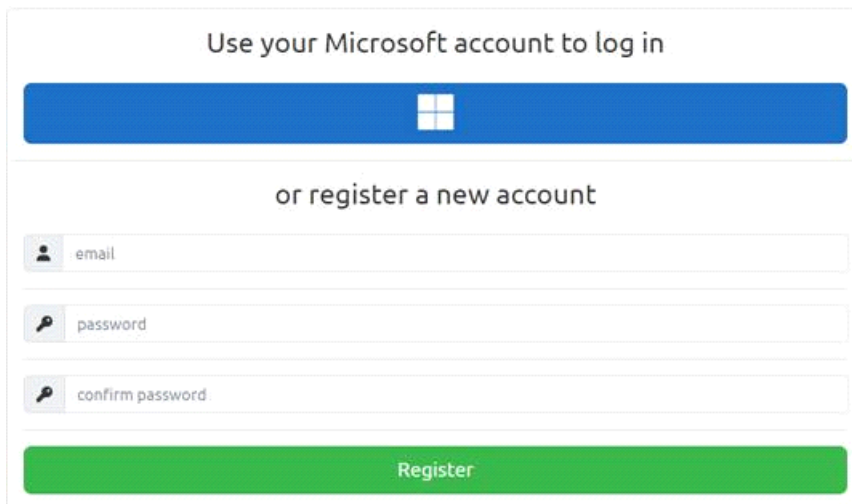
You can view and download copies of invoices, pay open invoices online using ACH or CC, and set up auto-pay all on the **Juice**

Payments portal <https://payments.ceojuice.com/plusinc>

To have access to all these options, you will need to set up a login

You can view and download copies of invoices, pay open invoices online using ACH or CC, and set up auto pay all on the **Juice Payments** portal <https://payments.ceojuice.com>

Go to <https://payments.ceojuice.com/register>



The screenshot shows a registration form with the following elements:

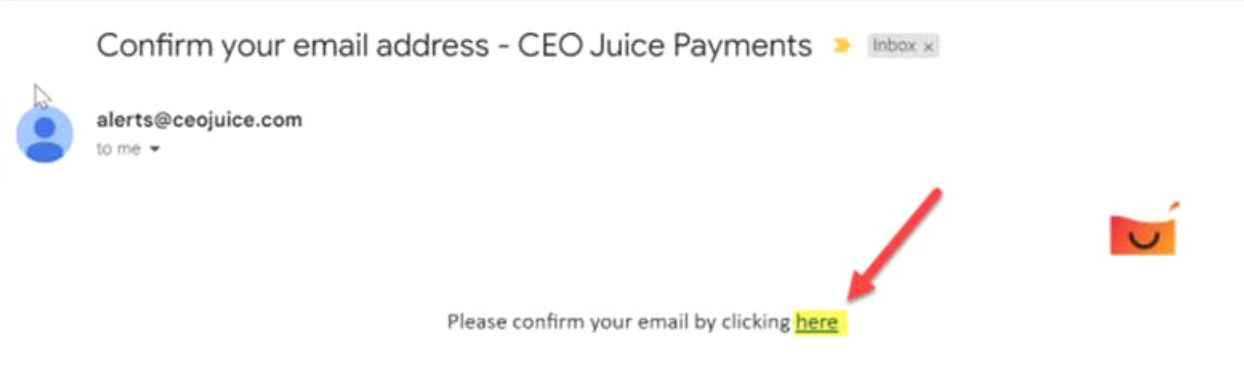
- A blue button with the Microsoft logo and the text "Use your Microsoft account to log in".
- The text "or register a new account" below the Microsoft button.
- Three input fields: "email" (with a person icon), "password" (with a key icon), and "confirm password" (with a key icon).
- A green "Register" button at the bottom.

Enter your email address and assign a password, use the email address that you currently receive invoices to, then select Register.

A validation email will be sent from alerts@ceojuice.com, to the email address you registered with, open that email (check junk folder if it's not in your inbox).

Check your email to activate your account

Click on the link in the email to confirm



**If you didn't receive your verification email you can choose Resend email confirmation. After you have registered, if you have forgotten your password you can choose Forgot your password.*



You can now login using those credentials at

<https://payments.ceojuice.com/plusinc>

PLUS INC.

Login or [Create an account](#)

Log in using your Microsoft account

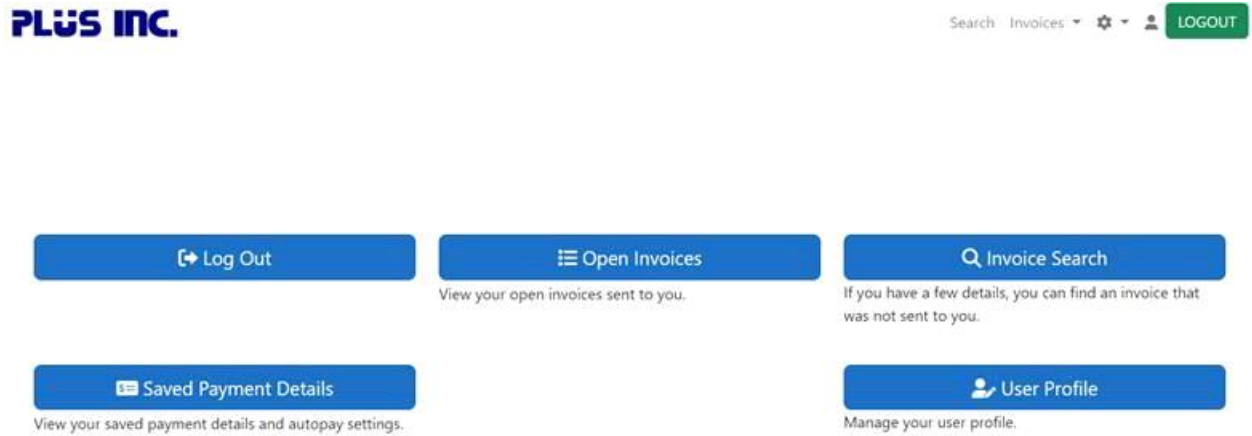
or

Remember me?

[Forgot your password?](#)[Resend email confirmation](#)

How to View Invoices

Once logged in your default homepage will be the below, where you can view a single invoice under invoice search, see all open invoices, save payment details and manage your user profile.



Invoice Search: opens up a search page to view single invoices by entering the invoice number, invoice due date and postal code (you do not have to be logged in to view this page)

Search for an invoice or log in to see all of your invoices

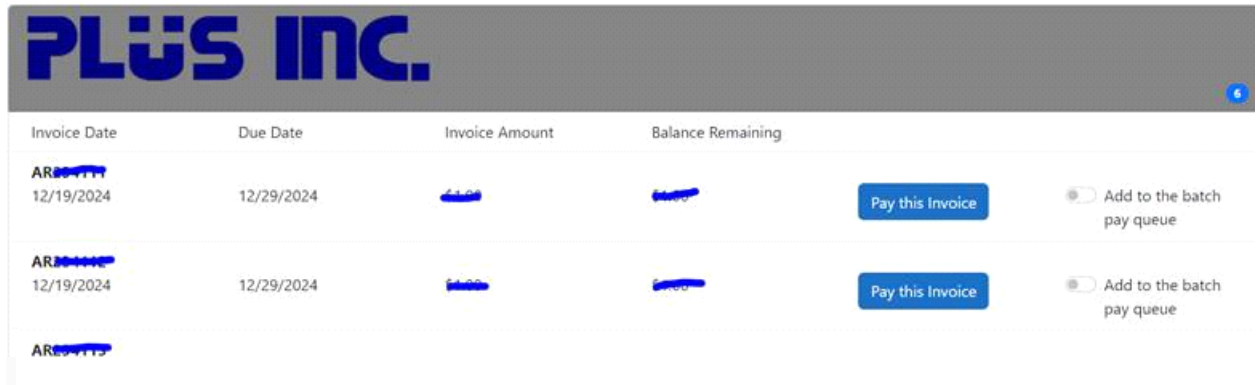
Invoice Number

Invoice Date or Due Date

Postal Code (billing or shipping)

Open Invoices: allows you to see all open invoices. Hover over the invoice number to view the entire invoices

List of multiple invoices



Invoice Date	Due Date	Invoice Amount	Balance Remaining		
AR[REDACTED] 12/19/2024	12/29/2024	[REDACTED]	[REDACTED]	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
AR[REDACTED] 12/19/2024	12/29/2024	[REDACTED]	[REDACTED]	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
AR[REDACTED]					

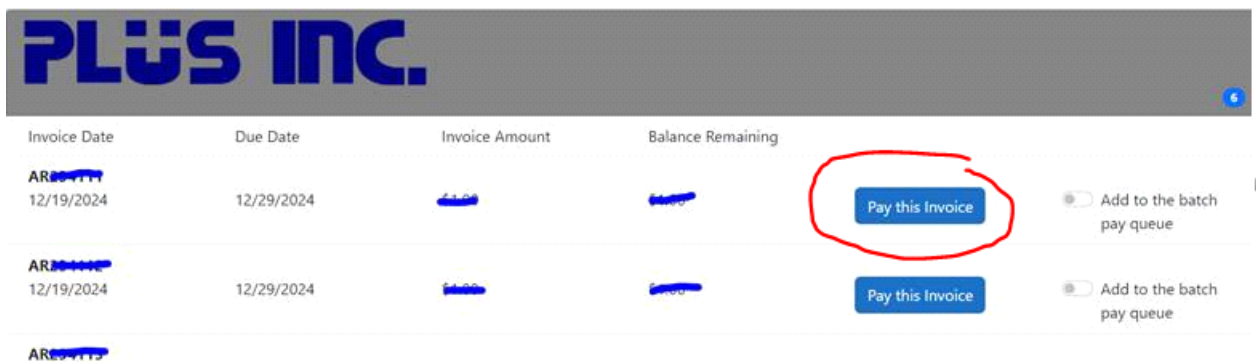
If you get a messages saying Don't see the invoice you're looking for? It's possible there are no open invoices or you have registered with an email address that is not originally associated with that invoice.

Don't see the invoice you're looking for? You can search by invoice number. Use the link above.

How to Pay Invoices

Under Open Invoices, display all your companies open invoices

To make a payment for one invoice, click Pay this Invoice on any one invoice.



Invoice Date	Due Date	Invoice Amount	Balance Remaining		
AR[REDACTED] 12/19/2024	12/29/2024	[REDACTED]	[REDACTED]	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
AR[REDACTED] 12/19/2024	12/29/2024	[REDACTED]	[REDACTED]	Pay this Invoice	<input type="checkbox"/> Add to the batch pay queue
AR[REDACTED]					

To pay Multiple invoices, toggle the Add to the batch pay queue to the right of the Pay this Invoice Button.

Invoice Date	Due Date	Invoice Amount	Balance Remaining		
AR034111 12/19/2024	12/29/2024	\$1.00	\$1.00	<input type="button" value="Pay this Invoice"/>	<input checked="" type="checkbox"/> Add to the batch pay queue
AR034112 12/19/2024	12/29/2024	\$1.00	\$1.00	<input type="button" value="Pay this Invoice"/>	<input type="checkbox"/> Add to the batch pay queue

The invoices you choose to pay are listed on the left and the total amount at the top, enter payment information below to complete.

Note that you cannot short pay the total of the invoices when batch paying, you must pay the entire amount. This is because the system does not know which invoice you intend to short pay so it cannot be done.

PLUS INC.

Invoice	AR034111	\$1.00
Invoice	AR034112	\$1.00
Total		\$2.00

ar@plusinc.net
www.plusinc.net

Payment Amount
\$ 2.00

Card	
Amount	\$2.00
: 3% Credit, 0% Debit	\$0.06
Total	\$2.06

Bank	
Amount	\$2.00
Total	\$2.00

For Virtual Check, enter:

Payment Amount
\$ 1.00

Card	
Amount	\$1.00
: 3% Credit, 0% Debit	\$0.03
Total	\$1.03

Bank	
Amount	\$1.00
Total	\$1.00

Click above to select payment by bank or card.

Routing Number *
00000000

Account Number *
000000000000

Verify Account Number *
000000000000

Name on Account *

Postal Code *

First Name *

Last Name *

Fmail *

For Credit Card you will enter:

Payment Amount

\$ 1.00

Card		Bank	
Amount	\$1.00	Amount	\$1.00
: 3% Credit, 0% Debit	\$0.03		\$0.00
Total	\$1.03	Total	\$1.00

Click above to select payment by bank or card.

Card Number *

0000 0000 0000 0000

Expiration Date *

MM/YY

CVV *

First Name *

Last Name *

Email *

juliet@plusinc.net

Postal Code *

Automatically pay invoices from Plus Inc using these payment details.

Schedule AutoPay

To set up autopay, click *Automatically pay invoices* at the bottom of the screen. Select day of month you want the invoice to auto pay, end date, option to set a min. or max \$ amount, and assign what type of invoice/s can be included in the Autopay.

Automatically pay invoices from Main using these payment details.

Day of month Pay open invoices on this day each month.	End Date - Terminate the autoay after this date
1	No termination mm/dd/yyyy
Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)	
No min 0.00	No max 1000000.00
Auto-pay invoices of these types	
<input checked="" type="checkbox"/> Contract	<input checked="" type="checkbox"/> Service Ticket
<input checked="" type="checkbox"/> Sales	<input checked="" type="checkbox"/> Other

Pay \$1,495.00

If there are no open invoices you can go directly to **Save Payment Details** from the landing page

Saved Payment Details

Manage your saved payment info and auto-pay details here.

Saved Payment Details

1. Choose Payment Method
2. Enter Payment Details
3. Choose when to auto pay on due date of a specific day of the month, set termination date, a min or max dollar amount and choose types of invoices applicable to auto pay
4. Choose **Submit Auto Pay** at the bottom to save all payment details

1

Payment Method
 ACH
 Credit Card

Account Number
000000000000

Routing Number
000000000

2

Name on Account

Postal Code

Your First Name

Your Last Name

Auto-pay on Due Date Day of Month

End Date - Terminate the autoay after this date: mm/dd/yyyy

3

Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)

0.00 1000000.00

Auto-pay invoices of these types

Contract Service Ticket Sales Other

4

Only invoices from CEO Juice and sent to your email address will be paid with the auto-pay details.