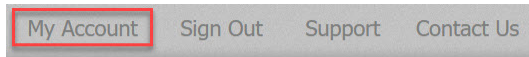
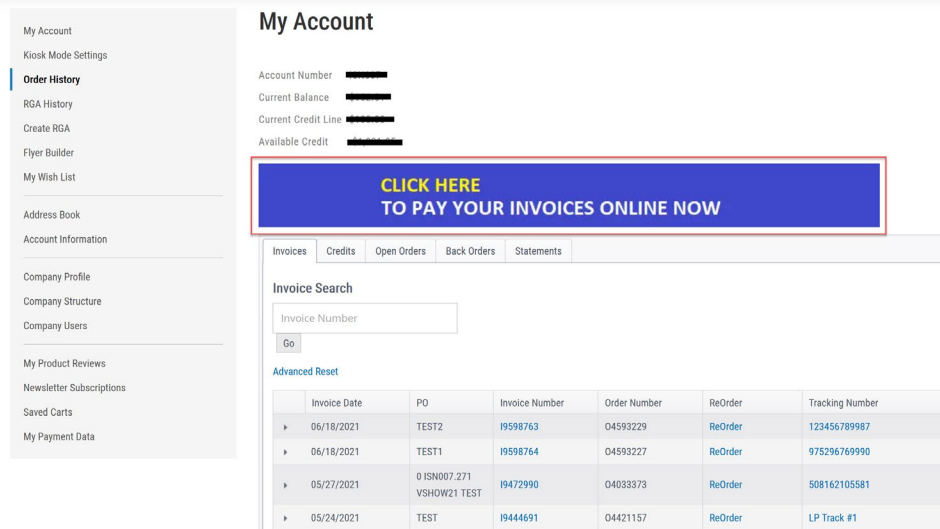


Paying ISN Invoices Online

- 1) Log onto Toolweb and click on “My Account” in the navigation menu.



- 2) Click on Order History in the left column. Then click on the banner to pay your invoices online:



My Account

Account Number ██████████
Current Balance ██████████
Current Credit Line ██████████
Available Credit ██████████

CLICK HERE TO PAY YOUR INVOICES ONLINE NOW

Invoices Credits Open Orders Back Orders Statements

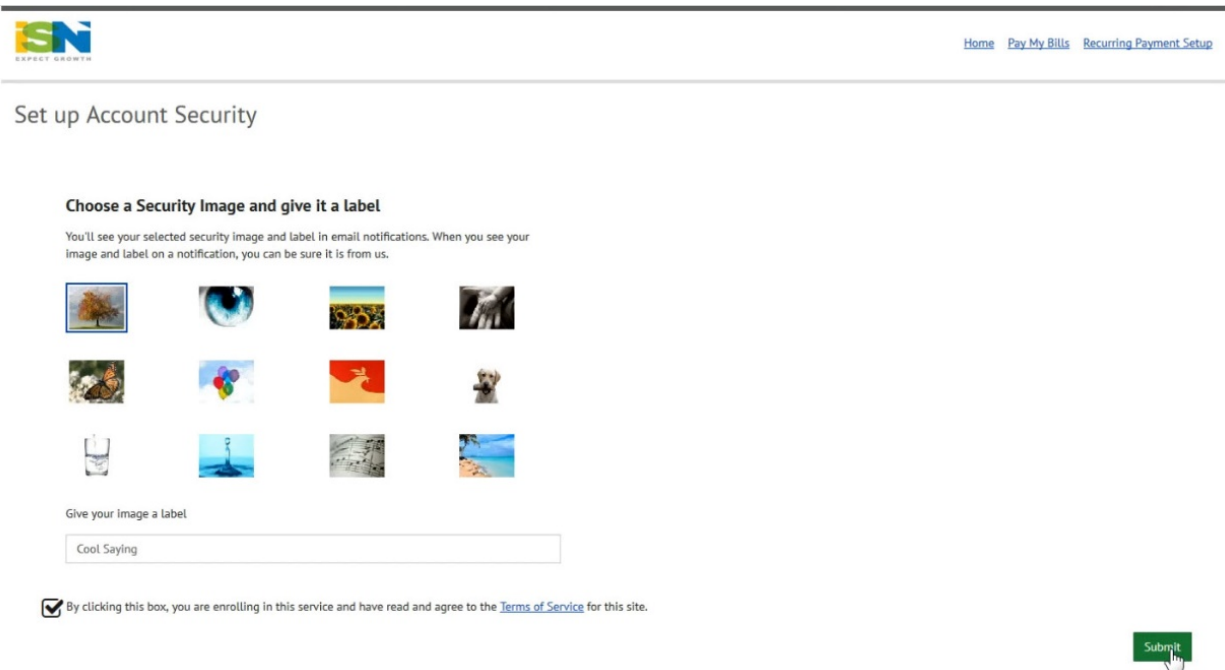
Invoice Search

Invoice Number
Go

Advanced Reset

Invoice Date	PO	Invoice Number	Order Number	ReOrder	Tracking Number
06/18/2021	TEST2	19598763	04593229	ReOrder	123456789987
06/18/2021	TEST1	19598764	04593227	ReOrder	975296769990
05/27/2021	0 ISN007.271 VSHOW21 TEST	19472990	04038373	ReOrder	508162105581
05/24/2021	TEST	19444691	04421157	ReOrder	LP Track #1

- 3) Upon your first login, you'll have to choose a security image and label. Choose your preferred image and then give your image a label – it can be anything...a cool saying, a series of numbers, anything you would recognize when logging in on a new device. Then hit the green “Submit” button.



ISN
EXPECT MORE

[Home](#) [Pay My Bills](#) [Recurring Payment Setup](#)

Set up Account Security

Choose a Security Image and give it a label

You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us.

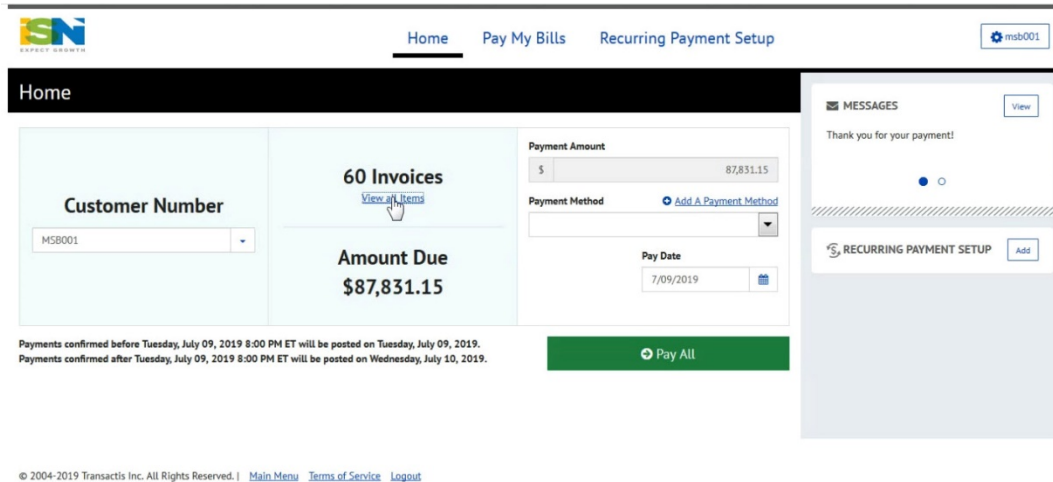
Give your Image a label

Cool Saying

By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

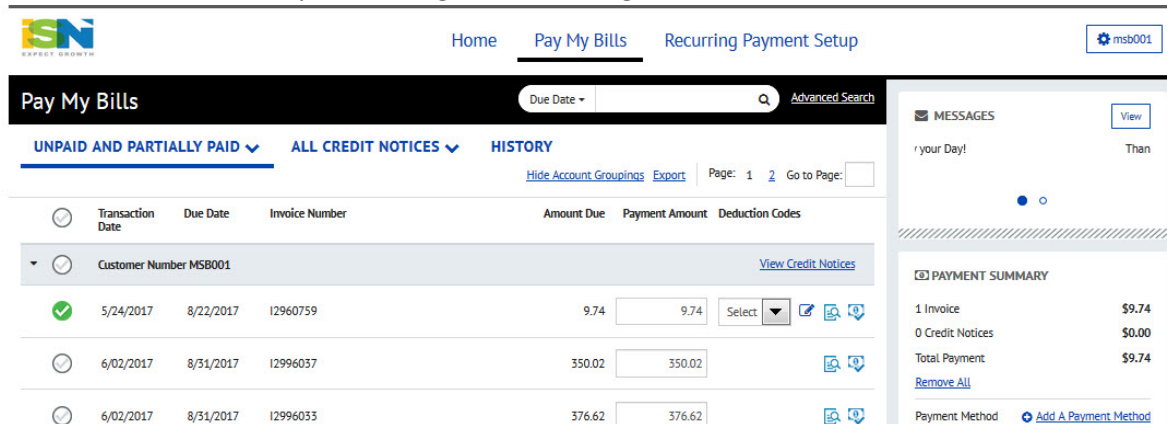
Submit

- This will take you to the homepage. Here, you can set up a recurring payment, view and select invoices to pay, apply credits, set up notifications and more.

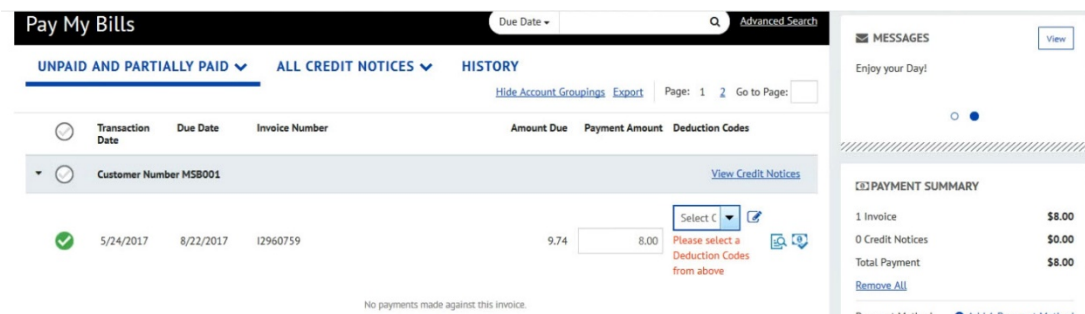


Select and Pay Invoices

- From the homepage, click on Pay My Bills in the navigation menu.
- To pay an invoice in full, simply click on the grayed-out checkmark to the left of the invoice date. This will select the invoice and add it to your running total on the right side of the screen.



- To partially pay an invoice, select the invoice and then type in the amount you plan to pay in the payment amount field. You will see a red note to select a deduction code.



- Choose a deduction code from the dropdown.

Pay My Bills

UNPAID AND PARTIALLY PAID | ALL CREDIT NOTICES | HISTORY

Hide Account Groupings | Export | Page: 1 2 Go to Page: []

Transaction Date	Due Date	Invoice Number	Amount Due	Payment Amount	Deduction Codes
Customer Number MSB001					
5/24/2017	8/22/2017	12960759	9.74	8.00	03-Shor
6/02/2017	8/31/2017	12996037	350.02	350.02	
6/02/2017	8/31/2017	12996033	376.62	376.62	

MESSAGES: Thank you for your payment!

PAYMENT SUMMARY: 1 Invoice \$8.00, 0 Credit Notices \$0.00, Total Payment \$8.00

5) Once the code is selected, you must enter a reason for the short payment. To do so, click on the pencil icon next to the dropdown and type your reason in the comment box. Click the green OK button to save.

Pay My Bills

UNPAID AND PARTIALLY PAID | ALL CREDIT NOTICES | HISTORY

Hide Account Groupings | Export | Page: 1 2 Go to Page: []

Transaction Date	Due Date	Invoice Number	Amount Due	Payment Amount	Deduction Codes
Customer Number MSB001					
5/24/2017	8/22/2017	12960759	9.74	8.00	03-Shor
6/02/2017	8/31/2017	12996037	350.02	350.02	

MESSAGES: Thank you for your payment!

PAYMENT SUMMARY: 1 Invoice \$8.00, 0 Credit Notices \$0.00, Total Payment \$8.00

PLEASE PROVIDE DETAILS AND DEDUCTION AMOUNT, IF APPLICABLE. CLICK ON PENCIL ABOVE. Required

Pay My Bills

UNPAID AND PARTIALLY PAID | ALL CREDIT NOTICES | HISTORY

Hide Account Groupings | Export | Page: 1 2 Go to Page: []

Transaction Date	Due Date	Invoice Number	Amount Due	Payment Amount	Deduction Codes
Customer Number MSB001					
5/24/2017	8/22/2017	12960759	9.74	8.00	03-Shor
6/02/2017	8/31/2017	12996037	350.02	350.02	

MESSAGES: Enjoy your Day!

PAYMENT SUMMARY: 1 Invoice \$8.00, 0 Credit Notices \$0.00, Total Payment \$8.00

Reason for shortage

PLEASE PROVIDE DETAILS AND DEDUCTION AMOUNT, IF APPLICABLE. CLICK ON PENCIL ABOVE. Required

6) Select your payment method from the dropdown in the right column. If you haven't added a payment method yet, click on the "Add a Payment Method" link.

Pay My Bills

UNPAID AND PARTIALLY PAID | ALL CREDIT NOTICES | HISTORY

Hide Account Groupings | Export | Page: 1 2 Go to Page: []

Transaction Date	Due Date	Invoice Number	Amount Due	Payment Amount	Deduction Codes
Customer Number MSB001					
5/24/2017	8/22/2017	12960759	9.74	8.00	03-Shor
6/02/2017	8/31/2017	12996037	350.02	350.02	Select C
6/02/2017	8/31/2017	12996033	376.62	376.62	
6/21/2017	9/19/2017	13073152	98.65	98.65	
6/21/2017	9/19/2017	13072111	119.69	119.69	
6/21/2017	9/19/2017	13071484	3,800.11	3,800.11	
6/21/2017	9/19/2017	13071089	339.93	339.93	
6/21/2017	9/19/2017	13071035	73.95	73.95	

MESSAGES: Thank you for your payment!

PAYMENT SUMMARY: 2 Invoices \$358.02, 0 Credit Notices \$0.00, Total Payment \$358.02

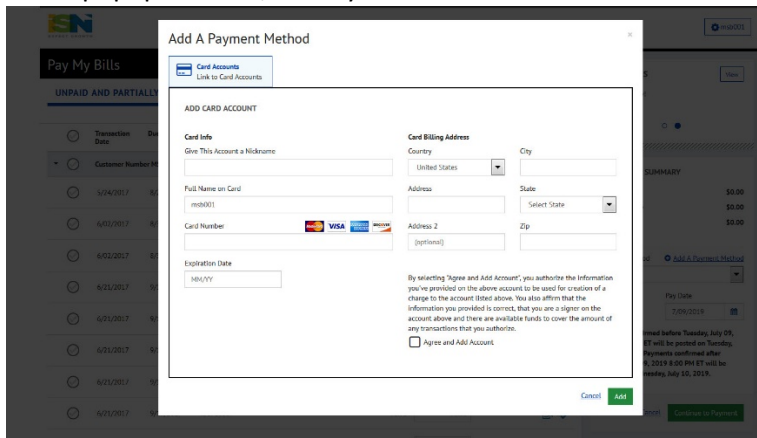
Payment Method: Add a Payment Method

Pay Date: 7/09/2019

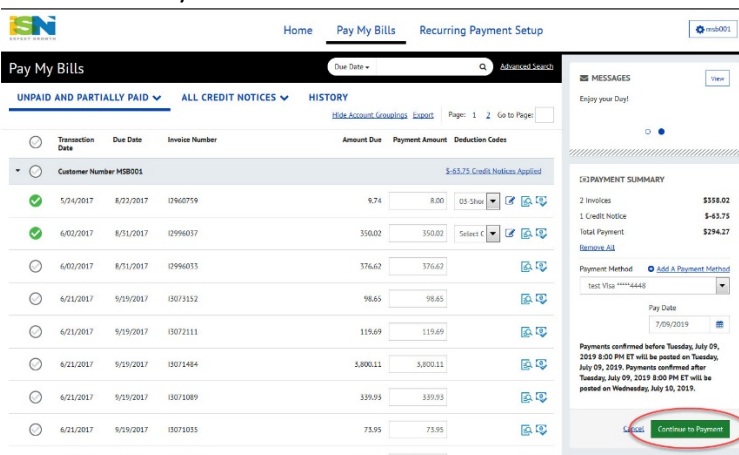
Payments confirmed before Tuesday, July 09, 2019 8:00 PM ET will be posted on Tuesday, July 09, 2019. Payments confirmed after Tuesday, July 09, 2019 8:00 PM ET will be posted on Wednesday, July 10, 2019.

Cancel Continue to Payment

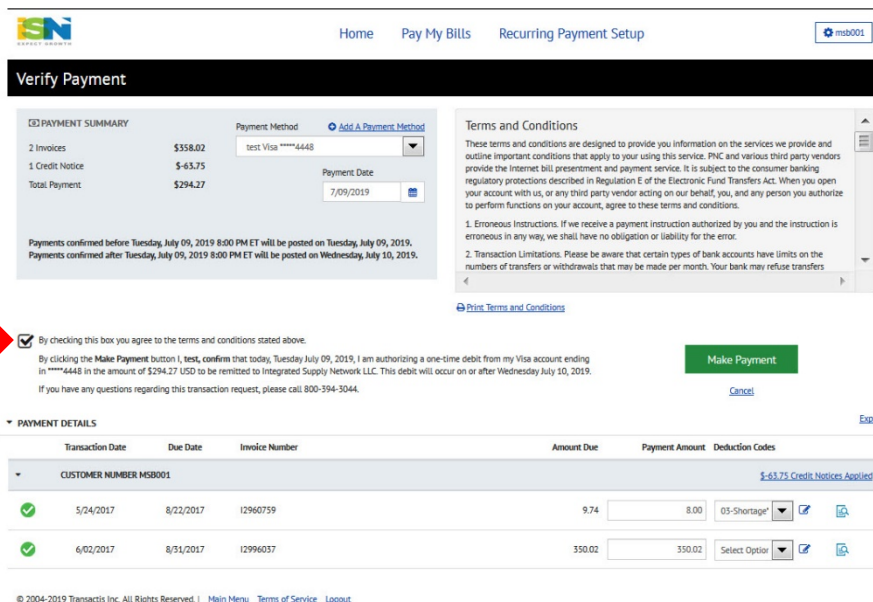
7) In the popup window, enter your credit card information and click the green “Add” button.



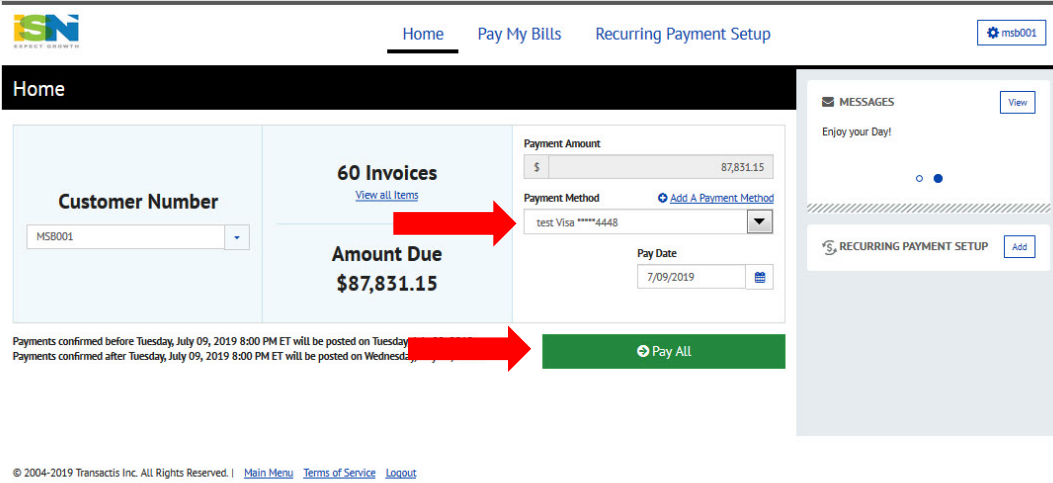
8) The credit card you entered will now auto populate on the payment method dropdown. Click on the green “Continue to Payment” button.



9) On the Payment Review screen, you can double-check the invoices you are paying. Click the box to accept terms and conditions, and then click the green “Make Payment” button.

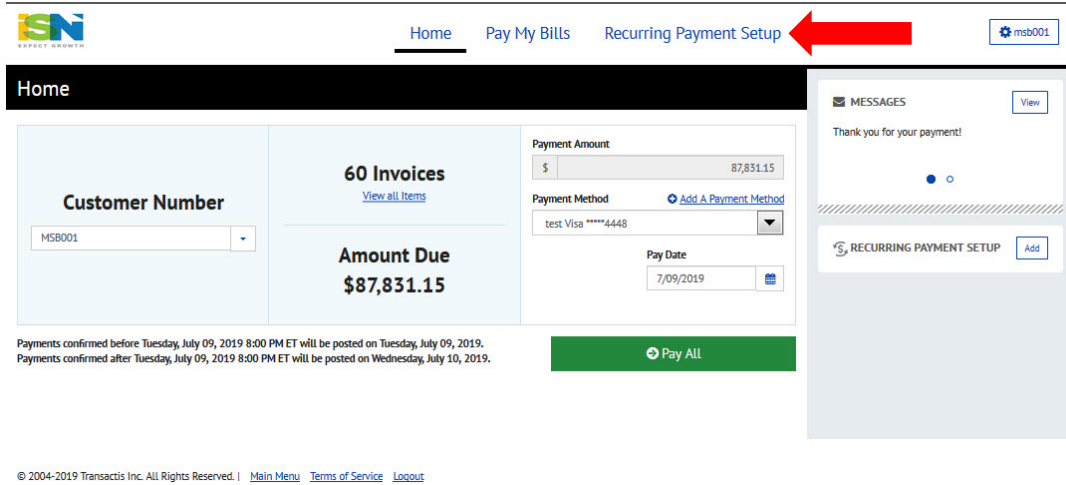


10) If you’d like to pay all open invoices, you can select your payment method and click the green “Pay All” button on the homepage. This will take you to the Payment Review page where you can accept terms and conditions and click “Make Payment”.

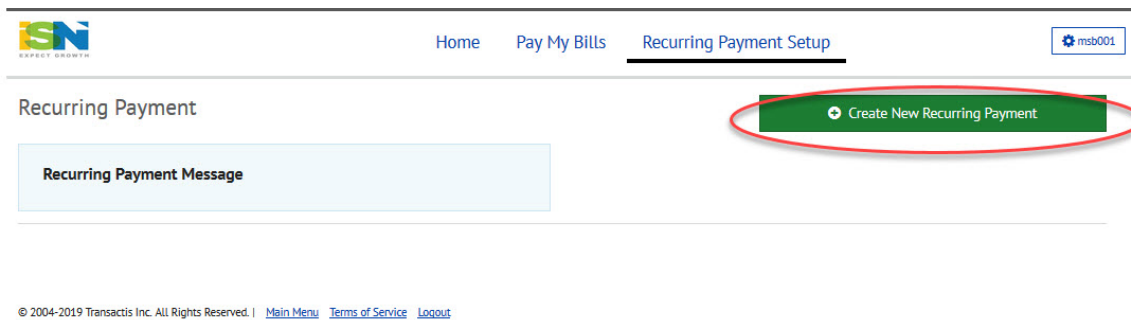


Set up a Recurring Payment

- 1) From the homepage, click on “Recurring Payment Setup” from the navigation menu.



- 2) Click on the green button to create a new recurring payment.



- 3) In the next screen, name your payment (i.e. Monthly Payment). You can choose to have your payment go through on the due date:

Set Up Recurring Payment

Select Customer Number
MSB001

Recurring Payment for Customer Number MSB001

Payment Name
Monthly Payment

When would you like to make your payment?

On Due Date Day of the Month Weekly

The payment will be processed on the date identified in the bill as the Due Date.

Or a select date each month:

When would you like to make your payment?

On Due Date Day of the Month Weekly

Select a valid starting date using the calendar
7/10/2019
Recurring Payment will execute on the specific date of the month that was selected during setup.

Or a specific day each week:

When would you like to make your payment?

On Due Date Day of the Month Weekly

Select a valid starting date using the calendar
7/10/2019
Recurring Payment will execute every 7 calendar days after selected date.

4) Choose whether your payment will be the total amount due:

Payment Amount

Amount Due Fixed Amount

The payment will be processed for the amount due shown on the bill.

Keep Making This Payment Until

I Stop The Payment Number of Payments Specific Date

Or a fixed amount:

Payment Amount

Amount Due Fixed Amount

Pay \$ each time
Recurring Payment will pay a specific amount.

Keep Making This Payment Until

I Stop The Payment Number of Payments Specific Date

Here, you can also choose when to stop making the recurring payment (until you stop the payment, until xx number of payments have been made, or until a specific date).

- 5) You can also select whether or not to receive a notification before your payment is processed. You can choose how many days in advance you'd like your notification:

Pay All

Yes No

Pay 'ALL' outstanding invoices at the time of your payment.

Payment Method [Add a Payment Method](#)

test Visa ****4448

Send me a reminder 1 days before payment is to be processed.

Disclaimer: We recommend this payment schedule as a reminder in the event the email is overlooked or not delivered to your email address.

Billing Authorization [Print Authorization](#)

I authorize Integrated Supply Network LLC to automatically initiate entries to my financial account listed above in this authorization, for payments to my Integrated Supply Network LLC account MSB001 at the stated times listed above.

I further authorize the Integrated Supply Network LLC to accept these debit entries as valid debit activities under my account. Proof of the payment will appear on my financial account statement as one charge to my account. This authorization will remain in effect for the length of time stated above or until I cancel it online and give Integrated Supply Network LLC a reasonable opportunity to act.

Your Recurring Payment will be initiated and a payment made either after an invoice is rendered, or on a date selected during setup. In the event that no invoice is rendered or the date you select is not a business day, the payment will be made on the next business day. If you select a date for a fixed amount, which doesn't need a new invoice rendered, then the Recurring Payment payment will not be made. We are not responsible for a payment that is not made in the system against which a Recurring Payment payment can be processed.

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

[Cancel](#) [Agree and Submit](#)

- 6) Then, simply check the box to accept terms and conditions and click the green “Agree and Submit” button.

Update Settings

- 1) Click on the gear icon in the top right of the screen to access your settings:



- 2) On the profile screen, you can review your address, email and contact info. To update your information, contact your ISN AR specialist.

Profile Settings

[PROFILE](#) [SECURITY](#) [NOTIFICATIONS](#)

Some of the information on this form is provided by Integrated Supply Network LLC and cannot be changed.

Name

Company Name
msb001

Contact Info

Phone
(optional)

Email address
msb001@isnweb.com

Billing Address

Country
United States

Address
(optional)

Address 2
(optional)

City
(optional)

State
Select State

ZIP Code
(optional)

By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

[Apply Changes](#)

3) On the Security screen, you can update your security image and phrase.

The screenshot shows the 'Profile Settings' page with the 'SECURITY' tab selected. Under the heading 'Choose a Security Image and give it a label', there is a 3x4 grid of 12 image options. Below the grid is a text input field containing 'Cool Sailing'. At the bottom, there is a checkbox for terms of service and an 'Apply Changes' button.

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4) On the Notifications tab, you can choose to receive emails when a bill is due or past due.

The screenshot shows the 'Profile Settings' page with the 'NOTIFICATIONS' tab selected. Under the heading 'Email Notifications', there are two sections: 'NOTIFY ME WHEN A BILL IS DUE' and 'NOTIFY ME WHEN A BILL IS PAST DUE'. Each section has radio buttons for 'Send Me Emails' and 'Do Not Notify Me'. The 'Send Me Emails' option for 'DUE' includes a dropdown menu for selecting the number of days before a bill is due. At the bottom, there is a checkbox for terms of service and an 'Apply Changes' button.

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***We're so happy to be able to offer this convenient way for you to pay your ISN invoices.
If you have any questions not covered by this user guide, please contact the ISN AR team for assistance.***