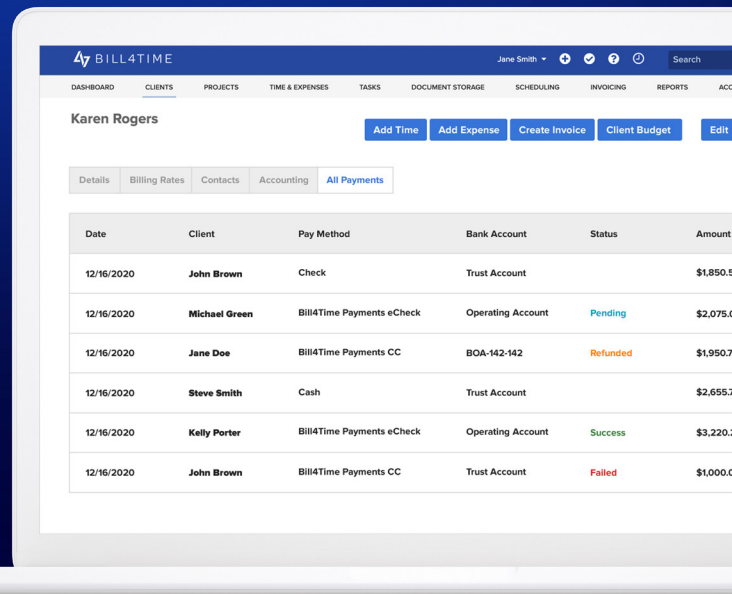


## Congratulations!

Your Bill4Time Payments application has been approved! You're well on your way to faster payments, increased collections, and delighted clients.



## Here's How To Get Started

The 'Email Invoice' form includes the following fields:

- Client: Arnold Tracy
- Invoice: 22057
- From:
- To:
- Body:

Buttons: Send, Cancel

**#1 - Don't Delay** - After you have finalized an invoice, simply send it from Bill4Time with a personalized message. The fresher your services are in your clients mind, the quicker they will pay. Setting a regular cadence for your clients to pay their bills will also do your billing team wonders.

**#2 - Unlock Visibility** - Bill4Time is now equipped with a robust payments tab. Here, you can track the real-time status of each and every payment and even see the differences between credit cards or eCheck usage. This page will also give you a snapshot of the processing fees\* and net amount for all payments. Track these trends to see what's working best for your clients.

The screenshot shows the same payments table as in the top right image, providing a detailed view of payment status and amounts.

The 'Credit Card Payment' form includes the following fields:

- Card Holder name:
- Card Number\*:
- Expiration Date\*:
- CVV Code\*:
- Zip/Postal Code\*:

Buttons: Submit Payment, Cancel

**#3 - Enjoy a Streamlined Client Experience** - Don't stress about your client having to sign in or create a profile on the Bill4Time Client Portal. Anybody with access to the unique invoice link will be able to pay you instantly, with or without client portal access. Regardless of payment method, every client gets the same simple and secure experience.

**#4 - Sit Back and Relax** - Following these simple steps will lead you to a smoother collections process, an increase in free time, and more money in your bank account. We can't wait to see you get started. Happy collecting!



\* For more information on processing fees, please see the Pricing One Pager attached to this email.