

Below are instructions explaining how to make a payment in Siegel Online. There are two payment options when making payments, Pay Specific Invoices and Pre-Pay Order/Make Payment on Account. If you would like to go the instructions for Pre-Pay Order/Make Payment on Account, click [HERE](#). If you do not have a Siegel Online account, you can register by clicking [HERE](#).

## Pay Specific Invoices

1. After you log into Siegel Online, click “Payments, Sales, Order Options” and then click “Make Payment or View Invoices”.

The screenshot shows the Siegel Online interface. At the top, there is a search bar and an 'Advanced Search' button. Below this is a navigation bar with several dropdown menus: 'Payments, Sales, Order Options', 'Shopping Cart Options', 'My Customized Price List', 'Specials', and 'Forms'. The 'Payments, Sales, Order Options' menu is open, showing a list of options: 'Order Status', 'Monthly Purchase History', 'Dashboard', and 'Make Payment or View Invoices'. The 'Make Payment or View Invoices' option is highlighted in yellow. Below the navigation bar, there is a table with columns for 'Sidemark/Tag', 'Order Date', 'Ship Date', and 'Status'. A yellow warning box with a triangle icon and the text 'No Records Found' is displayed below the table.


2. If you would like to pay specific invoices, click the “Pay Invoices” button.

The screenshot shows the 'Make Payment or View Invoices' page in Siegel Online. At the top, there is a search bar and an 'Advanced Search' button. Below this is a navigation bar with several dropdown menus: 'Payments, Sales, Order Options', 'Shopping Cart Options', 'My Customized Price List', 'Specials', and 'Forms'. The 'Make Payment or View Invoices' page has a sub-header with a 'Transaction History' button and a 'Make payment on account' button. Below this is a table with columns for 'Over 30', 'Over 45', 'Over 60', 'Over 90', and 'Over 120'. Below this table is a main table with columns for 'Invoice Date', 'Invoice#', 'Reference#', 'Your PO#', 'Amount', 'Discount', 'Balance', and 'Due Date'. The table contains 10 rows of invoice data. At the bottom right of the page, there is a 'Make payment on account' button and a 'Pay Invoices' button.

Over 30	Over 45	Over 60	Over 90	Over 120
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Invoice Date	Invoice#	Reference#	Your PO#	Amount	Discount	Balance	Due Date
08/08/19	469176	2569799	CG926550	\$2,031.19	\$0.00	\$2,031.19	09/07/19
08/14/19	469562	2570535	011619RV	\$210.94	\$0.00	\$210.94	09/13/19
09/05/19	471076	2574095	CL900570	\$87.65	\$0.00	\$87.65	10/05/19
09/10/19	471341	2574329	CG927194	\$204.72	\$0.00	\$204.72	10/10/19
09/12/19	471460	2574389	CG927204	\$2,655.00	\$0.00	\$2,655.00	10/12/19
09/17/19	471720	2575474	CG927376	\$932.36	\$0.00	\$932.36	10/17/19
09/24/19	472106	2575514	CG927384	\$366.36	\$0.00	\$366.36	10/24/19
09/24/19	472107	2576810	ST09068	\$3,405.12	\$0.00	\$3,405.12	10/24/19
09/30/19	472447	2577727	BUSTER	\$18.19	\$0.00	\$18.19	10/30/19
10/01/19	472578	2576859	CG927583	\$249.64	\$0.00	\$249.64	10/31/19

3. Select the invoices you would like to pay and click "Enter Payment Details".

The R.A. Siegel Company Search Inventory   Advanced Search

Payments, Sales, Order Options ▾ Shopping Cart Options ▾ My Customized Price List ▾ Specials ▾ Forms ▾

### Make a Payment - Select Open Invoices

Select All Open Invoices  Select All Due Now Invoices  Clear Selection

Select	Invoice Date	Due Date	Invoice#	Reference#	Your PO#	Amount	Discount	Balance
<input checked="" type="checkbox"/>	08/08/19	09/07/19	469176	2569799	CG926550	\$2,031.19	\$0.00	\$2,031.19
<input checked="" type="checkbox"/>	08/14/19	09/13/19	469562	2570535	011619RV	\$210.94	\$0.00	\$210.94
<input type="checkbox"/>	09/05/19	10/05/19	471076	2574095	CL900570	\$87.65	\$0.00	\$87.65
<input type="checkbox"/>	09/10/19	10/10/19	471341	2574329	CG927194	\$204.72	\$0.00	\$204.72
<input type="checkbox"/>	09/12/19	10/12/19	471460	2574389	CG927204	\$2,655.00	\$0.00	\$2,655.00
<input type="checkbox"/>	09/17/19	10/17/19	471720	2575474	CG927376	\$932.36	\$0.00	\$932.36
<input type="checkbox"/>	09/24/19	10/24/19	472106	2575514	CG927384	\$366.36	\$0.00	\$366.36
<input type="checkbox"/>	09/24/19	10/24/19	472107	2576810	ST09068	\$3,405.12	\$0.00	\$3,405.12
<input type="checkbox"/>	09/30/19	10/30/19	472447	2577727	BUSTER	\$18.19	\$0.00	\$18.19
<input type="checkbox"/>	10/01/19	10/31/19	472578	2576859	CG927583	\$249.64	\$0.00	\$249.64
<b>Total Payment Amount:</b>						<b>\$2,242.13</b>	<b>\$0.00</b>	<b>\$2,242.13</b>

4. You should now see the invoices you chose in the previous screen. If you would like to pay an amount different than the invoice total:
  - a. Choose "Other Amount".
  - b. Enter the amount you would like to pay.
  - c. Choose a reason for the short pay.
  - d. Enter an explanation for the short pay.
5. Now choose a payment option and click "Review and Authorize Payment".

The R.A. Stegall Company

Payments, Sales, Order Options | Shopping Cart Options | My Customized Price List | Specials | Forms

### Make a Payment - Enter Payment Details \* Required Information


Remove	Invoice Date	Due Date	Invoice#	Reference#	Your PO#	Payment Amount
	08/08/19	09/07/19	469176	2569799	CG926550	<input type="radio"/> Current Balance: \$2,031.19 <input checked="" type="radio"/> Other Amount: \$ <input type="text" value="1836.25"/>
			<b>* Reason for Other Amount:</b> <input type="text" value="Price Incorrect"/>			
			<b>* Additional Comments:</b>		<input type="text" value="Salesperson gave me a different price"/>	
	08/14/19	09/13/19	469562	2570535	011619RV	<input checked="" type="radio"/> Current Balance: \$210.94 <input type="radio"/> Other Amount: \$ <input type="text"/>

**Payment Option:**

Payment Date: 10/04/19

**Payment Total:** \$2,047.19

- Verify the payment information, acknowledge you have read the "Terms and Condition" by checking the box and click "Authorize Payment".

The R.A. Siegel Company   [Advanced Search](#)

[Payments, Sales, Order Options](#) [Shopping Cart Options](#) [My Customized Price List](#) [Specials](#) [Forms](#)

### Make a Payment - Review and Authorize Payment

Invoice Date	Due Date	Invoice#	Reference#	Your PO#	Payment Amount
08/08/19	09/07/19	469176	2569799	CG926550	<b>Other Amount:</b> \$1,836.25
Reason for Other Amount: <b>Price Incorrect / Salesperson gave me a different price</b>					
08/14/19	09/13/19	469562	2570535	011619RV	<b>Current Balance:</b> \$210.94

Payment Option: ACH/eCheck  
Payment Date: 10/04/19

**Payment Total: \$2,047.19**

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**Terms and Conditions**

You have chosen ACH as your payment option and ACH has no fee. As you proceed through the payment process, you will be redirected to the CardConnect Portal. Please ensure you choose ACH as the payment method there as well. If choose ACH here and Credit Card in CardConnect you will be charged 3% on a separate invoice. All banking information is maintained by CardConnect and not R.A. Siegel.

7. You should now see the cardconnect screen shown below. If this is the first time you have accessed cardconnect you will want to create an account, so it saves your contact information (it will not save your payment information). If you have already setup an account with cardconnect sign it if you are already signed in go to the next step.

Customized Price List - Services - Forms

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**Authorize Payment**

**Payment Page**

**cardconnect.**

**Email \***

**Password \***

Remember Me

[Create Account](#) / [Forgot Password?](#)

**Secure Login**

- Now confirm the "Total Amount Due" is what you are expecting and choose a payment method (Please ensure you choose the same payment method in this screen that you selected in step 5 above).

**Authorize Payment**

Secure Login

**Total Amount Due**

\$ 1000.00

**Payment Info**

Choose payment method

Credit Card ACH (eCheck)

Payment details

Routing Number \*

9. Enter all the required information and click the "Submit Payment" button. You should receive an email confirmation regarding your payment...if you don't see an email after several minutes check your spam/junk email folder.



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### Authorize Payment

**State \***

**Zip/Postal Code \***

**Country \***

**Email Address \***

**Phone #**

**Submit Payment**

## Pre-Pay Order/Make Payment on Account

1. After you log into Siegel Online, click “Payments, Sales, Order Options” and then click “Make Payment or View Invoices”.

The screenshot shows the top navigation bar of Siegel Online. The 'Payments, Sales, Order Options' menu is expanded, and 'Make Payment or View Invoices' is highlighted in yellow. Other menu items include 'Order Status', 'Monthly Purchase History', and 'Dashboard'. Below the navigation bar, there are tabs for 'My Account', 'Scheduled Deliveries', 'Last Viewed Items', and 'View or Pay Open Invoices'. A 'Go to Order Status' link is also visible.

2. If you would like to pre-pay for an order, click “Make payment on account”.


The screenshot shows the 'Make Payment or View Invoices' page. At the top, there are buttons for 'Transaction History', 'Make payment on account', and 'Pay Invoices'. Below this is a summary table with columns for 'Over 30', 'Over 45', 'Over 60', 'Over 90', and 'Over 120' days, all showing \$0.00. The main part of the page is a table of invoices with the following columns: Invoice Date, Invoice#, Reference#, Your PO#, Amount, Discount, Balance, and Due Date.

	Invoice Date	Invoice#	Reference#	Your PO#	Amount	Discount	Balance	Due Date
	08/08/19	469176	2569799	CG926550	\$2,031.19	\$0.00	\$2,031.19	09/07/19
	08/14/19	469562	2570535	011619RV	\$210.94	\$0.00	\$210.94	09/13/19
	09/05/19	471076	2574095	CL900570	\$87.65	\$0.00	\$87.65	10/05/19
	09/10/19	471341	2574329	CG927194	\$204.72	\$0.00	\$204.72	10/10/19
	09/12/19	471460	2574389	CG927204	\$2,655.00	\$0.00	\$2,655.00	10/12/19
	09/17/19	471720	2575474	CG927376	\$932.36	\$0.00	\$932.36	10/17/19
	09/24/19	472106	2575514	CG927384	\$366.36	\$0.00	\$366.36	10/24/19
	09/24/19	472107	2576810	ST09068	\$3,405.12	\$0.00	\$3,405.12	10/24/19
	09/30/19	472447	2577727	BUSTER	\$18.19	\$0.00	\$18.19	10/30/19
	10/01/19	472578	2576859	CG927583	\$249.64	\$0.00	\$249.64	10/31/19

At the bottom of the page, there are buttons for 'Make payment on account' and 'Pay Invoices'.



3. Enter the payment amount, an explanation for the payment, choose a payment option and click "Review and Authorize Payment".

The R.A. Siegel Company Search Inventory   [Advanced Search](#)

[Payments, Sales, Order Options](#) [Shopping Cart Options](#) [My Customized Price List](#) [Specials](#) [Forms](#)

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### Make payment on account - Enter Payment Details \* Required Information

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**\* Enter Payment Amount:** \$

**\* Explanation:**


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**Payment Option:**

Payment Date: 10/04/19

**Payment Total:** 1000

4. Verify the payment information, acknowledge you have read the "Terms and Condition" by checking the box and click "Authorize Payment".

The R.A. Siegel Company Search Inventory   [Advanced Search](#)

[Payments, Sales, Order Options](#) [Shopping Cart Options](#) [My Customized Price List](#) [Specials](#) [Forms](#)

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### Make payment on account - Review and Authorize Payment

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Explanation: For order 123456

Payment Option: ACH/eCheck

Payment Date: 10/04/19

**Payment Total:** 1000

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**Terms and Conditions**

You have chosen ACH as your payment option and ACH has no fee. As you proceed through the payment process, you will be redirected to the CardConnect Portal. Please ensure you choose ACH as the payment method there as well. If choose ACH here and Credit Card in CardConnect you will be charged 3% on a seperate invoice. All banking information is maintained by CardConnect and not R.A. Siegel.

5. You should now see the cardconnect screen shown below. If this is the first time you have accessed cardconnect you will want to create an account, so it saves your contact information (it will not save your payment information). If you have already setup an account with cardconnect sign it if you are already signed in go to the next step.

Customized Price List - Services - Forms -

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**Authorize Payment**

**Payment Page**

**cardconnect.**

**Email \***

**Password \***

Remember Me

[Create Account](#) / [Forgot Password?](#)

**Secure Login**

- Now confirm the "Total Amount Due" is what you are expecting and choose a payment method. (Please ensure you choose the same payment method in this screen that you selected in step 3 above).

**Authorize Payment**

Secure Login

**Total Amount Due**

\$ 1000.00

**Payment Info**

Choose payment method

Credit Card ACH (eCheck)

Payment details

Routing Number \*

7. Enter all the required information and click the "Submit Payment" button. You should receive an email confirmation regarding your payment...if you don't see an email after several minutes check your spam/junk email folder.



Total:

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### Authorize Payment

**State \***

**Zip/Postal Code \***

**Country \***

**Email Address \***

**Phone #**

**Submit Payment**