Client Online Payment Portal Guide

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Getting Started

Loffler Companies, Inc. has implemented a new online payment portal. Future invoices will have a link embedded for you to pay your invoices online, so it's important that you receive your invoices electronically. Please reach out to AR@loffler.com with the email address to receive invoices.

You have the option to pay by credit card or ACH payment. A 3% charge will be applied to credit card payments; ACH payments have no additional fees.

When you are ready to pay your invoice, please visit https://payments.ceojuice.com/loffler. Have your invoice number, invoice due date, and zip code ready as you see it on your invoice. You will be able to store payment information and set up recuring automatic payments if you wish.

To get started, create your login by clicking one of the LOG IN buttons:
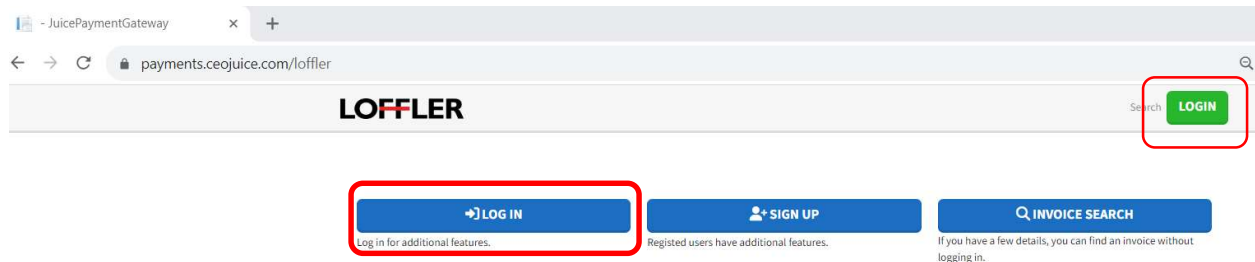
To register and save payment information, Click on Create an Account:

Use your Microsoft account to log in

or register a new account

email

password

confirm password

Register

Enter your email address and assign a password, **you must 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).

CEO Juice Payments   Search   Policies ▾   Login

Check your email to activate your account

Click on the link in the email to confirm your account.

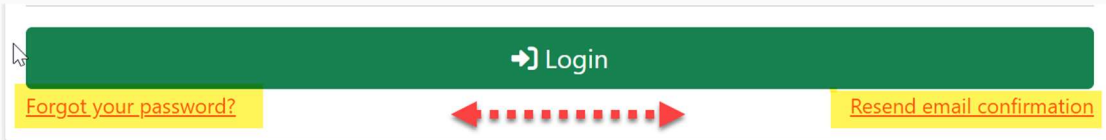

Confirm your email address - CEO Juice Payments ➤ Inbox ×

alerts@ceojuice.com
to me ▾

Please confirm your email by clicking here

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.

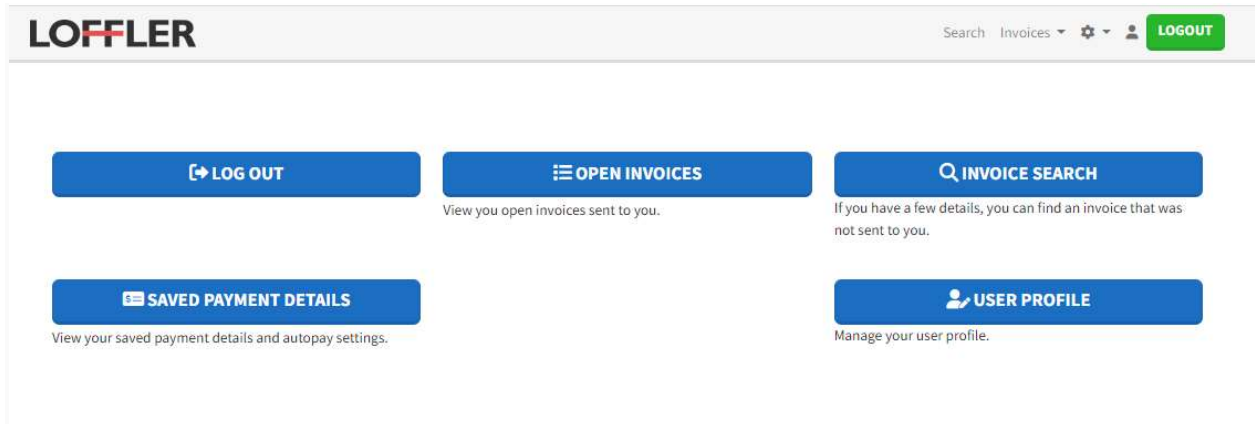You can now login using those credentials at https://payments.ceojuice.com/loffler.

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)

Open Invoices, allows you to see all open invoices.

List of multiple invoices

If you get a message 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 on the PAY THIS INVOICE button.
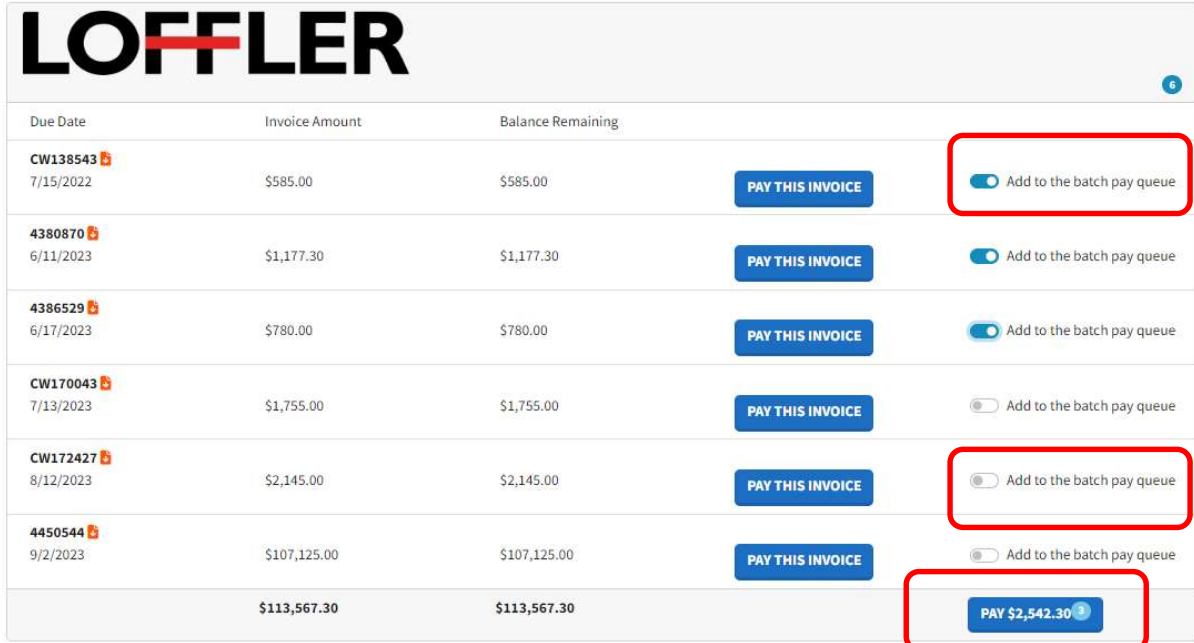
Ensure your payment amount is correct. Select your payment option, **ACH or Credit Card**, enter payment details, click **Pay** at the bottom to process payment.

A payment confirmation number will pop up, and you will also be emailed a payment confirmation.

Paying multiple invoices with the one payment

Under Open Invoices, choose *Add to the batch pay queue* for each invoice you want to pay, then choose payment amount above to open the payment screen.

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

LOFFLER

Invoice	CW138543		$585.00
Invoice	4380870		$1,177.30
Invoice	4386529		$780.00
		Total	$2,542.30

ar@loffler.com
www.loffler.com/

Payment Amount

$ 2542.3000

Credit Card		ACH	
Amount	$2,542.30	Amount	$2,542.30
Fee	$76.27	Fee	$0.00
Total	$2,618.57	Total	$2,542.30

Routing Number

000000000

Account Number

000000000000

Verify Account Number

000000000000

Name on Account

First Name

Last Name

Email

Postal Code

⬤ Automantically pay invoices from Loffler using these payment details.

PAY $2,542.30

Schedule AutoPay

To set up autopay, click *Automatically pay invoices* at the bottom of the screen. Make your auto pay selections:

- Pay on the due date or a specific day of month
- Select the end date (optional)
- Set a Minimum or Maximum amount for auto pay (optional)
- Select the types of invoices you want to auto pay.

If there are no open invoices you can go directly to **Saved Payment Details** from the landing page
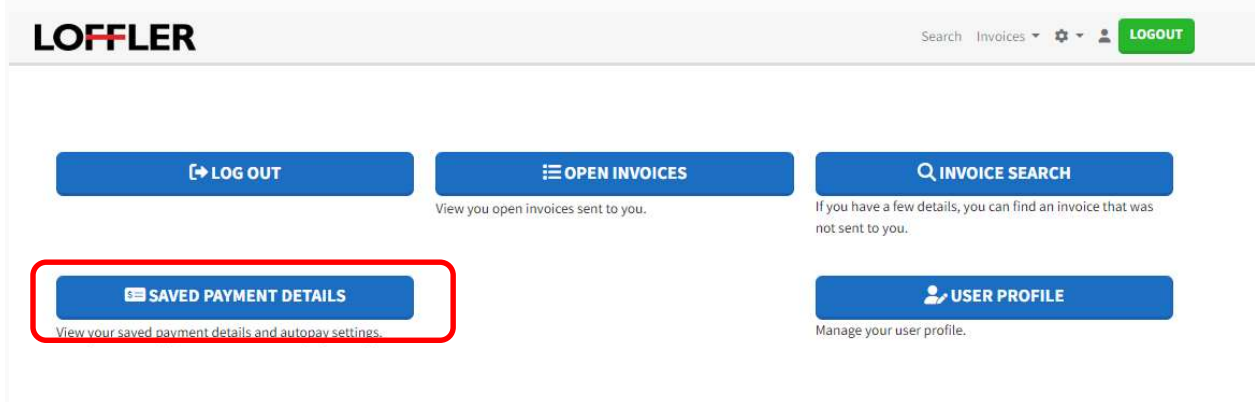
If you have no stored payment details, click on ADD AUTO PAY DETAILS FOR LOFFLER
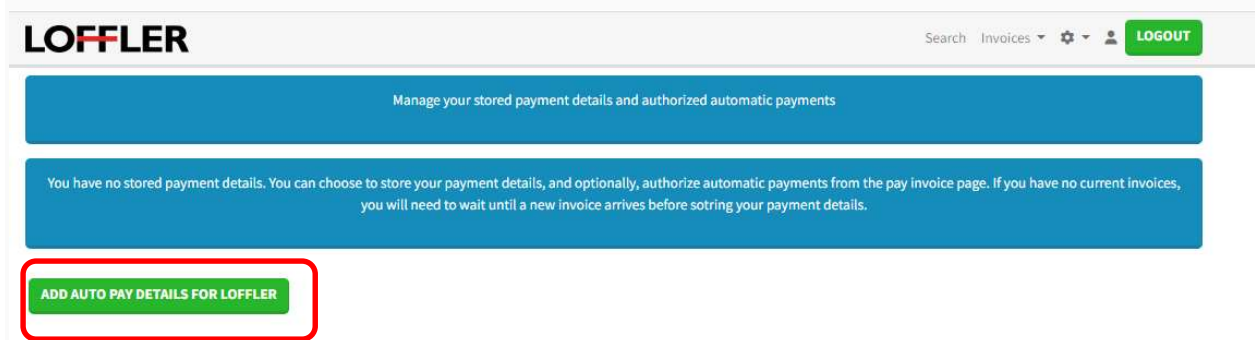
1. Choose Payment Method

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

LOFFLER

Search   Invoices ▾   ⚙ ▾   👤   LOGOUT

Add a new payment method for automatic payments to Loffler

Payment Method
◉ ACH
◯ Credit Card

Account Number
000000000000

Routing Number
000000000

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 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
☑ Contract   ☑ Service Ticket   ☑ Sales   ☑ Other
SUBMIT AUTO-PAY Only invoices from Loffler and sent to your email address will be paid with the auto-pay details.