

# Direct Biller from BMO HARRIS BANK

## Safe & Secure On-line Payments

Go to <https://secure.directbiller.com/db-payer-ui/#/login> to pay our invoice on-line in seconds.

Have these three things to have at your fingertips before you start:

1. Your Lee Beverage Customer Invoice which will have your customer number and zip code
2. Checking, Savings, or Business Checking Account Number
3. Bank Routing Number

Any questions, call Lee Beverage Accounts Receivable Department 920-479-7960.

### ONE TIME PAYMENT OPTION

**Sign In**

Please enter your Username and Password if you have registered, click on Register if you want to make future payments, or click One Time Payment if you do not plan to make future payments through the portal.

**Username**

Username

Username created at registration  
Invalid Username

**Password**

Password

Password created at registration  
Invalid Password

Login

Forgot your password?

**1** One Time Payment Register Now **2**

There is a decision to make when you first start.

1. Make a “One Time Payment”: This option allows for single payments & review prior payments, however, it has less options than if you would register.
2. “Register Now”: This will have you create a unique username & password and give you additional options such as connecting multiple customer accounts, set up auto payments, set up notifications or reminders etc.

If you choose “One Time Payment” and make a payment you can always go back and register later.

**One Time Payment**

Please enter your customer number and ZIP code from your invoice provided by email from Lee Beverage of WI.

**Customer Number**

6-Digit Customer Number

Please enter your Customer Number  
Invalid Account ID

**ZIP Code**

ZIP Code

Please enter the ZIP Code from your Lee Beverage invoice  
Invalid Security PIN

Login

From your Lee Beverage Customer Invoice enter your customer number and zip code. Customer number could be less than 6 digits, but will not be more.

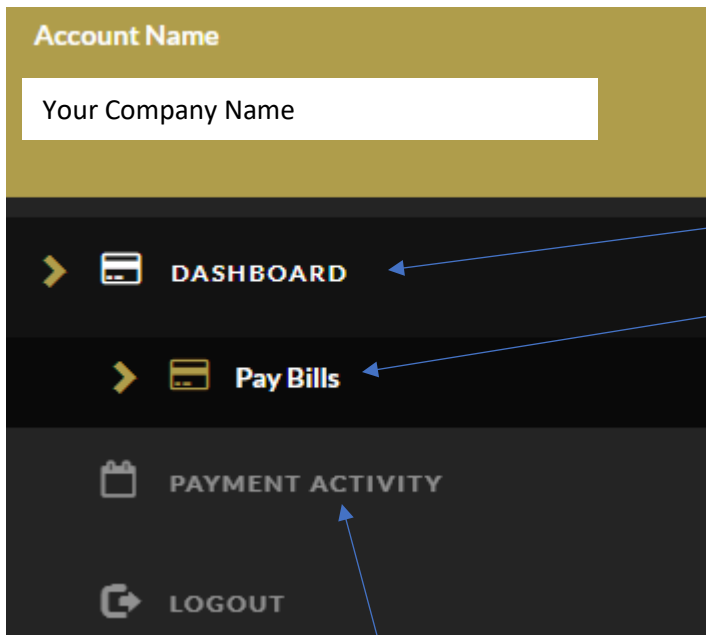
Click Login.

This is different than your Statement AR number.

Unsure of your customer number? Call 920-479-7960.

# Direct Biller from BMO HARRIS BANK

## Safe & Secure On-line Payments



Click Dashboard to see the Pay Bills option.

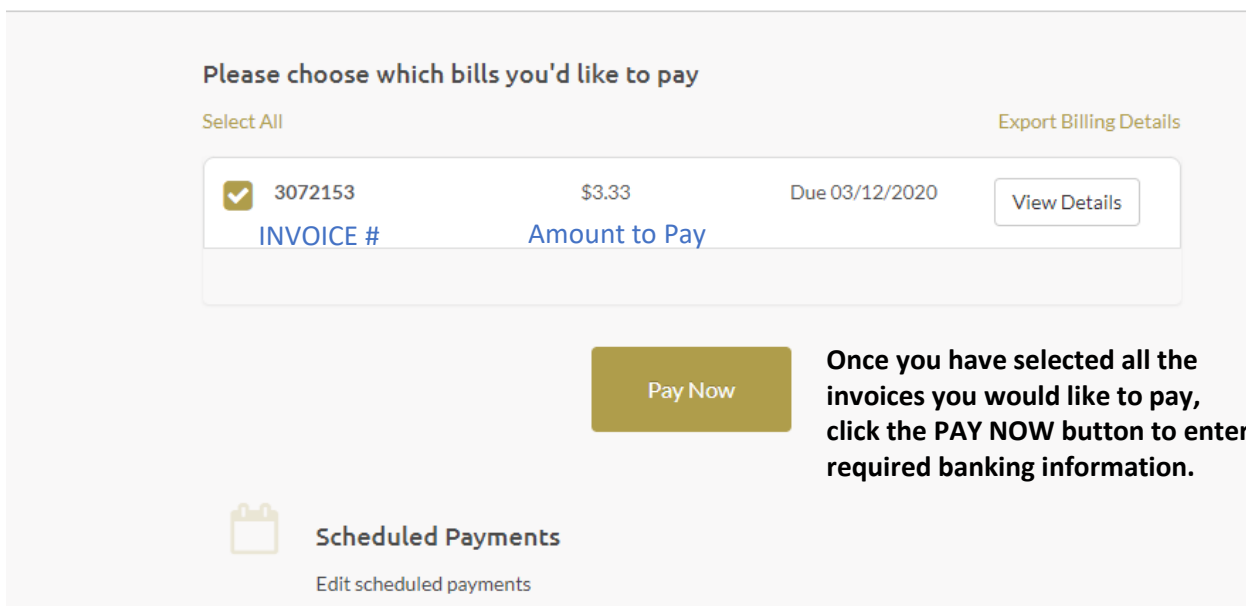
Click Pay Bills to get to the Dashboard below which will show all open invoices that need to be paid.

This will be all open invoices from the previous day that are open to be paid.

If there is more than one invoice, select each invoice that you would like to pay with this transaction.

### Dashboard

If you made previous payments, you will see that history here.



# Direct Biller from BMO HARRIS BANK

## Safe & Secure On-line Payments

### Account

Account #101440

Account

Your Customer Number

Account Name

Your Company Name

Invoice Number  
3072153

Email Address

Next

Enter an email address where you would like the payment confirmation information to be sent to.

CLICK NEXT 

### Payment

Account Payment Confirmation Receipt

Total Amount of \$3.33

Bill Amount	Invoice Number
\$3.33	3072153
Due Date	Payment Amount
03/12/2020	\$3.33

Payment Date  
03/04/2020

Bank Account Type  
Checking

Name on Account

Bank Routing Number

Bank Account Number

Confirm Account Number

Previous Next

Pick which type of Account you will be making the payment from (Checking, Savings, Business Checking).

Insert the owners name on the account

Enter Bank Routing Number, this can be found on the front of your check or asking the bank.

Enter your Bank Account Number & Confirm the number. Boxes should match.

**DOUBLE CHECK THE ROUTING & ACCOUNT NUMBERS MATCH YOUR CHECKING ACCOUNT OR BANK RECORDS.**

# Direct Biller from BMO HARRIS BANK

## Safe & Secure On-line Payments

Account    Payment    Confirmation    Receipt

Invoice 3072153, Total Amount of \$3.33

Payment Date	Account
03/04/2020	101440
Customer Name	Email Receipt to
<b>Your Company Name</b>	
Invoice Number	Due Date
3072153	03/12/2020
Payment Type	Bill Amount
Bill Payment	\$3.33
Payment Method	
Checking ...7294	
Payment Amount	
<b>\$3.33</b>	

By clicking Pay I authorize Lee Beverage of WI LLC to electronically debit my account ending in 7294, for a payment of \$3.33 on or after 03/04/2020.

Previous    Pay

**Double check this is what you were wanting to pay.**

**If Not Click Previous.**

**If it is GOOD TO GO, click PAY.**

## Receipt

Account    Payment    Confirmation    Receipt

**Success**

Thank you for your payment of \$3.33 for Invoice # 3072153 on or after 03/04/2020. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as 03/04/2020.

Logout    View Details

**You can then Logout if you are done.**

**Or Click View Details.**

**An email should be sent to you with your confirmation as well.**

# Direct Biller from BMO HARRIS BANK

## Safe & Secure On-line Payments

Thank you for your payments



I authorize Lee Beverage of WI LLC to electronically debit my account ending in 7294, for \$3.33 on or the next business day after 03/04/2020. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as today. This authorization will remain in full force and effect until I log into the web site to cancel the transaction or I notify Lee Beverage of WI LLC at (920) 479-7960 before close of business on today's date to withdraw my authorization.

### Reference #

B200649734266

Payment Date

03/04/2020

Account

101440

Customer Name

Your Company Name

Email Receipt to

Email set up for receipt

Invoice Number

3072153

Due Date

03/12/2020

Payment Type

Bill Payment

Device Type

Web

Bill Amount

\$3.33

Routing Number

\*\*\*\*\*6304

Bank

Your Bank Name

Name on Account

Name on the bank Account

Payment Method

Checking account number

Status

Pending

Payment Amount

\$3.33

Close

Print

**If you clicked View Details, this will be the summary.**

**The transaction will process by 4pm cst. and money will be drawn from your account the same night.**

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## Safe & Secure On-line Payments

### REGISTER NOW

This option allows you to create a unique username & password and give you additional options such as connecting multiple customer accounts, set up auto payments, set up notifications or reminders etc.

The screenshot shows the 'Sign In' page with the following elements:

- Sign In** header
- Instructions: "Please enter your Username and Password if you have registered, click on Register if you want to make future payments, or click One Time Payment if you do not plan to make future payments through the portal."
- Username** field: A text box with a bank icon and the placeholder text "Username". Below it, error messages read "Username created at registration" and "Invalid Username".
- Password** field: A text box with a lock icon and the placeholder text "Password". Below it, error messages read "Password created at registration" and "Invalid Password".
- Login** button: A green button.
- Forgot your password?** link: A text link.
- One Time Payment** and **Register Now** buttons: Two green buttons at the bottom.

A blue arrow points from the text "CLICK ON 'REGISTER NOW'." to the "Register Now" button.

CLICK ON "REGISTER NOW".

You made a great choice to get additional benefits at no charge.

### New User Registration

The screenshot shows the 'New User Registration' page with the following elements:

- Progress indicator: Three circles, with the first one highlighted in green, corresponding to "Accounts", "Security Profile", and "Payment Methods".
- Account Nickname** field: A text box with the placeholder text "Nickname". Below it, instructions read: "Give this account a short name to help you identify it throughout the system. ex: 'Homeowner's Policy'".
- Customer Number** field: A text box with a bank icon and the placeholder text "6-Digit Customer Number". Below it, error messages read "Please enter your Customer Number" and "Invalid Account ID".
- ZIP Code** field: A text box with a lock icon and the placeholder text "ZIP Code". Below it, instructions read: "Please enter the ZIP Code from your Lee Beverage Invoice" and an error message reads "Invalid Security PIN".
- Cancel** and **Next** buttons: Two buttons at the bottom.

A blue arrow points from the text "From your Lee Beverage Customer Invoice enter your 6-digit customer number and zip code." to the "ZIP Code" field.

Account Nickname is any name you want to call your account. Don't get to crazy. 😊

From your Lee Beverage Customer Invoice enter your 6-digit customer number and zip code.

Click Next.


Unsure of your customer number?  
Call 920-479-7960.

# Direct Biller from BMO HARRIS BANK

## Safe & Secure On-line Payments

### New User Registration

Accounts   Security Profile   Payment Methods



**Personal Information**

First Name

Last Name

email

Phone

**Account Information**

Username

New password

Confirm new password

Your Password must be between 6 and 16 alphanumeric values and contain at least one digit with upper and lower case letters.

**Challenge Questions**

Question 1

Answer 1

Question 2

Answer 2

You may be asked to answer one or more of these questions to recover your login information or verify your identity.

FILL OUT FORM (easier than the forms at the doctor's office!!!).

Email will be where notices are sent for payment receipts etc.

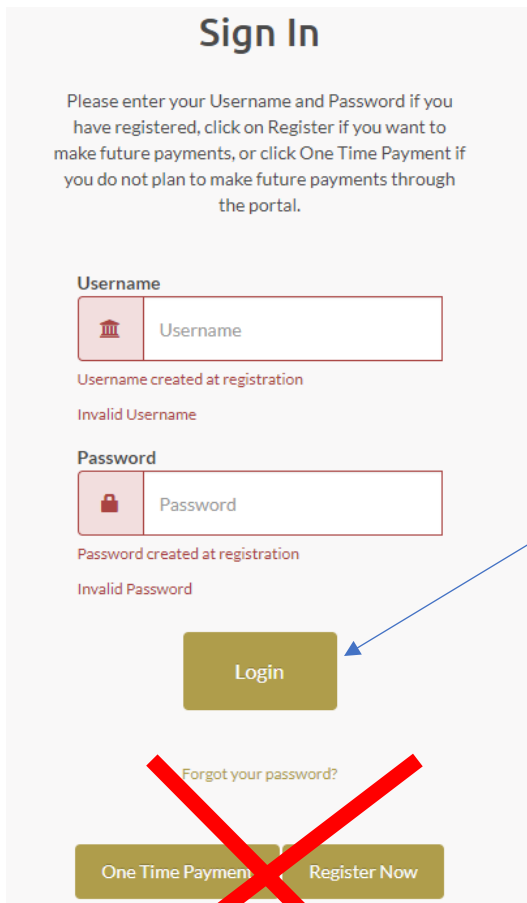
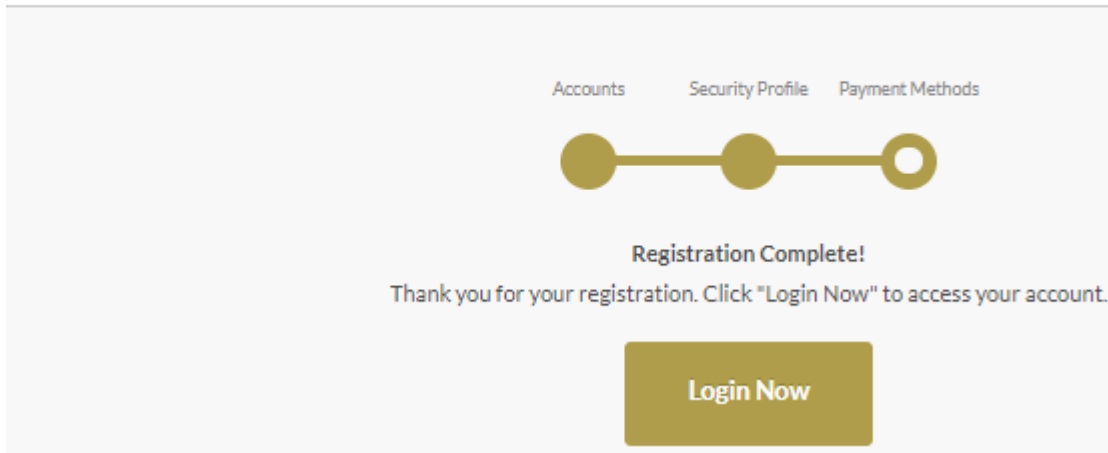
**KEEP YOUR USERNAME & PASSWORD IN A SAFE PLACE AS WELL AS YOUR CHALLENGE QUESTIONS.**

Challenge questions should be something easily remembered and things not many others would easily know. These are needed if you need to recover your password.

CLICK NEXT TO LOGIN.

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## New User Registration



The system wants you to have a test run right away, so click login to sign into your new registered account.

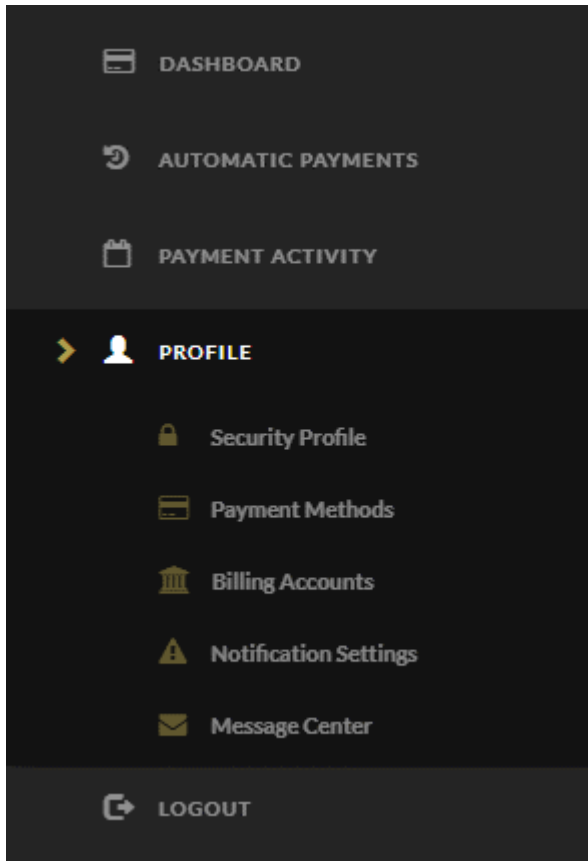
Hopefully you have remembered your Username and Password from 2 minutes ago.

Click LOGIN.



# Direct Biller from BMO HARRIS BANK

## Safe & Secure On-line Payments

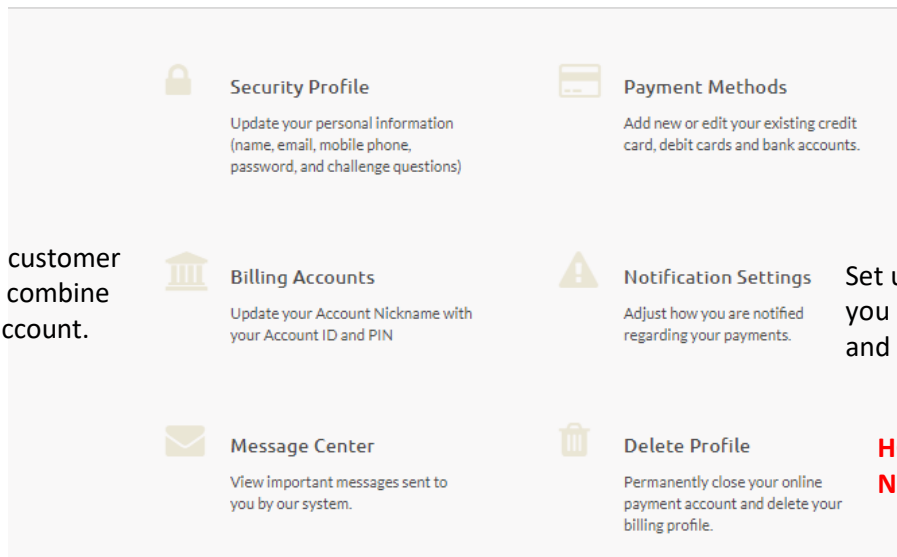


Dashboard will give you a few options:

1. Pay Bill: It will show you invoices that are ready to be selected to be paid.
2. Automatic Payments: If you have set up or want to set up additional auto payment this is the place.
3. Payment Activity: Lists prior payments you have made manually or automatically.

Profile will bring up a list of additional options to manage your account. See Below for some additional comments on the options.

## Profile



If you have additional customer numbers and want to combine them under a single account.

Set up notifications that help you manage auto payments and new invoice etc.

**HOPEFULLY YOU NEVER NEED TO USE!!!!**