

INSTRUCTIONS FOR INVOICE PAYMENT BY CREDIT CARD

MAY 2022 VERSION 5

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1. INTRODUCTION

The Invoice Payment by Credit Card feature, accessed from the **Account Summary** page, allows you to pay the amount on your monthly Account Statement using a credit card.

With this feature you can securely enter a valid credit card once and reuse it the next time you make your payments. The payment will appear on your monthly Account Statement.

2. SECURE MANAGEMENT OF CREDIT CARD INFORMATION

There is secure management of the firm's credit card information when adding and selecting a credit card. The credit card number is partially masked (meaning only the first four and last four digits are displayed) when selecting a card. Information for credit cards previously entered cannot be changed and credit cards cannot be deleted.

VISA® and MasterCard® only are supported by Dye & Durham.

3. MAKING YOUR PAYMENT

After you make the payment the billing contact for your firm will receive an email confirmation with details about the purchase.

Once the purchase is made the balance will be updated in the **Account Summary** page after a couple of days. Do not expect to see a change in the balance immediately.

If there is an issue with your card or your billing contact did not receive the email confirmation, **do not make additional payments**. Instead, please contact the Customer Service Centre at inquiries@dyedurham.com or 1-866-367-7648 for assistance.

4. ACCESSING THE INVOICE PAYMENT PAGE

Instructions for accessing the **Pay Invoice** page differ slightly, depending on which application you are using.

4.1. ACCESSING THE PAY PAGE IN UNITY

1 In Unity, click **\$** in the menu bar:

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| | P | P1-NB-INV7 | ≡ | | APS | Jan 25, 2022 |
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2 In the **Billing** page, click **Account Activity**.

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| | Billing | | | | | | | |
| | Account Information | n | | | | | | |
| | Outstanding Balance (Cr | redit): \$\$,109.50 | | | | | | |
| | Account Activity | View account activity, invoices and statements | | | | | | |
| | Transaction Reporting | Produce detailed transaction reports | | | | | | |
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3 In the **Account Summary** page, click **Pay Invoice** which is beside the Balance Due amount.

| Account Summary CSIS Number 10043 Account Name Test Firm Name 10043 Address 101 Queen st City Moncton Province NB Postal Code M2J 081 Dture of M2J 081 Dture of M2J 081 | Account Summary Open Standard Stress CSIS Number 10043 Account Name Test Firm Name 10043 Address 101 Queen st City Moncton Province NB Posital Code M21 0B1 Phone (1) 23232323 Billing Contact Email Heramb@doprocess.com Contact Name Mikhail Updated "customers without a local e-mail client may phone Dys & Durham Customer Service at 415-522-4511 or 1-866-367-7648, or e-mail inquiries@dyedurham.com to request a change to the above account information. | Account Summary Ø Account Summary Ø Account Name ESIS Number 10043 Account Name Test Firm Name 10043 Mathematic Rest 101 Queen st City mathematic Rest Mathematic Rest Province NB Postal Code M21 2013 Phone Mathematic Rest Milling Contact Email heramb@doprocess.com Contact Name Mikhail Updated "ustomers without a local e-mail client may phone Dye & Durham Customer Service at 418-922-4111 or 1-866-367-7648, or e-mail Incidered Date: Jan 31, 2022 Balance Due or (Crediil): \$ 5,109.50 Pay Invoice Pay Invoice | t Activity | | |
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| Contact Name Mikhail Updated | *Customers without a local e-mail client may phone Dye & Durham Customer Service at 416-322-6111 or 1-866-367-7648, or e-mail inquiries@dyedurham.com to request a change to the above account information. | *Customers without a local e-mail client may phone Dye & Durham Customer Service at 416-322-6111 or 1-866-367-7648, or e-mail inquiries@dyedurham.com to request a change to the above account information. Period End Date: Jan 31, 2022 Balance Due or (Credit): \$ 5,109.50 Pay Invoice Account Statements and Invoices for articly in one-locus months annear helmu. Click a link to view the required distances to coming | Contact Name | Mikhail Updated | |
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- 4 The **Pay Invoice** page appears with the **Balance Due** displayed in the **Amount** field. **It is strongly recommended that you pay the entire balance.**
- 5 The last invoice number is automatically displayed. Enter all other invoice numbers that will be covered by this payment (optional).

| Account Activity | × |
|---|---|
| Dye & Durham Pay Invoice | |
| Account Account Number 10043 Amount \$[5109.50] Invoice Number DP8967621 IMPORTANT: It might take a few days for the Balance Due (Amount) to reflect payments. Your firm's most recent invoice number is displayed in the field above. Please enter all other invoice numbers that will be covered by this payment (if applicable). | |
| Select Credit Card [+] Add a Credit Card Type Number Exp. Date Select a card | |
| © Copyright 2022, Dye & Durham Corporation | - |

| 6 | In the Select Credit Card section, | click 🚩 | and select a card. |
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Note that the credit card type (Visa or Mastercard), masked number and expiry date appear for credit cards that have been added to the account. For instructions on adding a credit card, go to page 18.

- 7 Select a card and click **Pay Invoice**.
- 8 A confirmation message appears that the payment has been made.



9 Click **OK** in the confirmation message.

10 The billing contact for your firm receives an email with the details of this transaction.

| Dye & Durham Receipt (10043) | | | | |
|--|---|--|---|---|
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| To heramb@dd.com | | | Wed 2022-01-12 9:40 AN | 1 |
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| This e-mail has been automatically generated. Please do not reply to th | s e-mail. | | | î |
| Transaction Details | | | | L |
| Confirmation Number: 9661449 | | | | L |
| Transaction Date: 12 January 2022 | | | | |
| Firm Name: Test Firm Name 10043 | | | | |
| Your Name: Mikhail Updated | | | | |
| Account Number: 10043 | | | | |
| Contact Email: heramb@dd.com | | | | |
| Amount Paid: \$5,109.50 (Cdn) | | | | |
| | | | | |
| Payment Details | | | | |
| Payment Method: Visa | | | | |
| Transaction Date: 12 January 2022 | | | | |
| Payment Type: Purchase | | | | |
| Card Number: 4500***6979 | | | | |
| Authorization Number: 087611 Reference Code: 661860590018870280 | | | | |
| ISO Number: 01 | | | | |
| HOST Number: 27 | | | | |
| | | | | |
| Thank you for your payment. | | | | |
| It may take up to 2 business days to process this transaction. Enquiries o | concerning thi | is transaction sh | ould be made to: | _ |
| Dye & Durham Corporation | | | | |
| 199 Bay St. (Commerce Court West), Suite #4610 | | | | |
| Toronto ON | | | | |
| M5L 1E9 Canada | | | | |
| Phone: 1.866.367.7648 Fax: 1.866.881.4268 | | | | |
| <u>inquires@uyeddmain.com</u> | | | | |
| PLEASE NOTE THAT THIS RECEIPT IS YOUR CONFIRMATION THAT THE DY INFORMATION FOR PROCESSING. IT DOES NOT GUARANTEE THAT YOUR & DURHAM REJECTS YOUR PAYMENT FOR ANY REASON, A NOTICE WILL | E & DURHAN PAYMENT W BE SENT TO T | I SYSTEM HAS F ILL BE ACCEPTE THE EMAIL ADDF | RECEIVED THE ABOVE D BY DO PROCESS. IF DYE RESS YOU PROVIDED ABOVE. | |
| Refund Policy: | | | | |
| Please contact Dye & Durham to request a refund. To request a refund, | you need pro | of of payment (| either a printed copy of this | |
| receipt or your credit card statement). | | | | - |
| 1 | | | | |

Note: After making this payment the balance will be refreshed in the **Account Summary** page in a couple of days.

- 4.2. ACCESSING THE PAY PAGE IN TC, FC, EAB OR WB
 - 1 In The Conveyancer, Fast Company, Estate-a-Base or Will Builder, click the Go To menu > Account Summary or click Tools > Account Summary.

| Log In User Setup Open Configuration Maintain Firm and User Profiles Do Process Message Manager Account Summary Process Message Manager Account Summary Process Message Manager Account Summary Process Message Manager Maintain Firm and User Profiles Process Message Manager Account Summary Process Message Manager Account Summary Process Message Manager Mater Clauses Ctrl-M Mister Clauses Ctrl-M DP Filer Microsoft Word Secondary Databases > Open Letterhead Master Doc't > Next Topic Ctrl-PgDn Beneral Topic Ctrl-Information Form |
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2 In the Account Summary page, click Pay Invoice.

| Transactions Record No Enter Search Criteria New Open Tools Databases | Will Builder® Records A Dye & Durham Solution | Edit View Go to | Updates Help | | | Welcome, ANDRE | A _ □ ? × |
|---|--|--|--|---|-----------------------------|----------------|-------------|
| Account Summary Image: Control Summary Marcount Summary Image: Control Summary Marcount Summer Seles & Training (DPSL) Account Name Seles & Training (DPSL) Marcount Seles & Training (DPSL) Seles & Training (DPSL) Marcount Seles & Training (DPSL) Seles & Training (DPSL) Marcount Seles & Training (DPSL) Seles & Training (DPSL) Marcount Seles & Training (DPSL) Seles & Training (DPSL) Marcount Seles & Training (DPSL) Seles & Training (DPSL) Marcount Seles & Training (DPSL) Seles & Training (DPSL) Marcount Seles & Training (DPSL) Seles & Training (DPSL) Marcount Seles & Training (DPSL) Seles & Training (DPSL) Marcount Seles & Training (DPSL) Seles & S | Transactions | Record No. | ter Search Criteria | Search | New Open | Tools | Databases |
| Account CSIS Number 5536 Account Name Sales & Training (DPSL) Address 123 Front St. West, Suite 700 Suite 700 Suite 700 City Toronto Province ON Postal Code M51 JM2 Phone (416) 322-6111 Billing Contact Email andrea@dd.com Contact Name Andrea Parker Simhon *Cutomers without a local e-mail client may phone Dye & Durham Cutomer Sanice at 416-322-6111 or 1-686-587-7648, or e-mail legisling durham.com for reguest a clarge to the above account information. Period End Date: Jan 31, 2022 Balance Due or (Credit): \$ 13,825.50 Pay Invoice | Acco | Dye & Durham | | | | × | ^ |
| Address 123 Front SL. West, Suite 700 Suite 700 City Toronto Province ON Postal Code MSJ 2M2 Phone (416) 332-6111 Billing Contact Email andrea@dd.com Contact Name Andrea Parker Simhon *Customes without a local =-mail Client may Phone Dye & Durham Customer Senice at 416-322-4111 or 1-886-587-7848, or e-mail inquiries@dy edurham.com to request a clange to the above account information. Period End Date: Jan 31, 2022 Balance Due or (Credit): \$ 13,825.50 | | CSIS Number Account Name | 5536 Sales & Training (DPSL) | | | - | |
| City Toronto Province ON Postal Code M5J 2M2 Phone (416) 327-6111 Billing Contact Email andrea@dd.com Contact Name Andrea Parker Simhon *Customers without a local e-mail client may phone by e & Durham Customer Service at 416-322-6111 or 1-686-587-7645, or e-mail lequiring@dy/edurham.com to request a charge to the above account information. Period End Date: Jan 31, 2022 Balance Due or (Credit): \$ 13,825.50 Pay Invoice | | Address | 123 Front St. West, Suite 7 Suite 700 | 700 | | | |
| Province ON Postal Code M5J 2M2 Phone (416) 322-6111 Billing Contact Email andrea@dd.com Contact Name Andrea Parker Simhon *Customers without s local =-mail client may phone Dye & Dutham Customer Service at 416-322-6111 or 1-866-587-7645, or e-mail lequines@dy=dutham.com to request a change to the above account information. Period End Date: Jan 31, 2022 Balance Due or (Credit): \$ 13,825.50 Pay Invoice | | City | Toronto | | | | |
| Postal Code M5J 2M2 Phone (416) 322-6111 Billing Contact Email andrea @dd.com Contact Name Andrea Parker Simhon | | Province | ON | | | | |
| Phone (416) 322-6111 Billing Contact Email andrea@dd.com Contact Name Andrea Parker Simhon *Customers without a local =-mail client may phone Dye & Durham Customer Service at 416-322-6111 or 1-886-587-7848, or e-mail inquiring@dyedurham.com to request a change to the above account information. Period End Date: Jan 31, 2022 Balance Due or (Credit): \$ 13,825.50 Pay Invoice | | Postal Code | M5J 2M2 | | | | |
| Billing Contact Email andrea@dd.com Contact Name Andrea Parker Simhon "Customers without a local e-mail client may phone by & Durham Customer Service at 416-322-0111 or 1-000-307-7045, or e-mail lequirleggy edurham.com to request a change to the above account information. Period End Date: Jan 31, 2022 Balance Due or (Credit): \$ 13,825.50 Pay Invoice | | Phone | (416) 322-6111 | | | | |
| Contact Name Andrea Parker Simhon "Cuttomers without a local e-mail Client may phone Dye & Durham Customer Service at 416-322-8111 or 1-886-387-7848, or e-mail lequifies@dyedurham.com to request a charge to the account information. Period End Date: Jan 31, 2022. Balance Due or (Credit): \$ 13,825.50 | | Billing Contact Email | andrea@dd.com | | | | |
| *Customers without a local e-mail client may phone Dye & Durham Customer Service at 418-322-6111 or 1-366-567-7648, or e-mail inquiries@dyedurham.com to request a charge to the above account information. Period End Date: Jan 31, 2022 Balance Due or (Credit): \$ 13,825.50 Pay Invoice | | Contact Name | Andrea Parker Simhon | | | | |
| Balance Due or (Credit): \$ 13,825.50 Pay Invoice | | *Customers without a local e-mail c inquiries@dyedurham.com to reque Period End Date: Ja | lient may phone Dye & Durham Cus est a change to the above account in n 31, 2022 | tomer Service at 418-322-8111 c formation. | r 1-866-367-7645, or e-mail | - | |
| | | Balance Due or (Cre | dit): \$ 13,825.50 Pa | y Invoice | | | v |

3 The **Pay Invoice** page appears in the **Account Summary** page.

| Dye & Durham | | | |
|--|--|---|--|
| Pay Invoice | | | |
| Account | | | |
| Account Number | 5536 | | |
| Amount | \$ 13825.50 | | |
| Invoice Number | DP8964153 | | |
| IMPORTANT: It might Your firm's most rece that will be covered t | take a few days fo nt invoice number by this payment (if | or the Balance Due (Amount) to reflect payments. r is displayed in the field above. Please enter all other invoice numbers applicable). | |
| Select Credit Car | ď | [+] Add a Credit Card | |
| Type Number | Exp. Date | | |
| Select a card | ~ | | |
| | | Pay Invoice Instructions | |

- 4 In the Amount field, enter the required amount if it is not already appearing. It is strongly recommended that you pay the entire balance.
- 5 The last invoice number is automatically displayed. Enter all other invoice numbers that will be covered by this payment (optional).
- 6 In the Select Credit Card section, click 🗹 and select a card.

| Dye & Durham | | | | | | | Į |
|---|---|-------------------|-------------------|-------------|----------------------------------|---------------------|---|
| nvoice | | | | | | | |
| Account | | | | | | | |
| Account Number | 5536 | | | | | | |
| Amount | \$ 13825.5 | | | | | | |
| Invoice Number | DP8964153 | 1 | | | | | |
| Your firm's most rece that will be covered b Select Credit Car | nt invoice number is display y this payment (if applicabl d | /ed in the fide). | ld above. Please: | enter all c | ther invoice r [+] Add a Cree | numbers dit Card | |
| Type Number | Exp. Date | | | | | | |
| Visa 4242***42 Visa 4242***42 Visa 4242***42 Visa 4242***42 | 42 04/23 42 12/30 42 03/25 Pay I | Invoice | _Instructions |] | | | |
| | | | | | | | |

Note that the credit card type (Visa or Mastercard), masked number and expiry date appear for credit cards that have been added to the account. For instructions on adding a credit card, go to page 18.

- 7 Select a card and click **Pay Invoice**.
- 8 A confirmation message appears that the payment has been made.

| Dye & Durham | X |
|--|----|
| Your invoice has been successfully paid. Your firm's billing contact will receive an email receipt. It will take a few days for the Balance Due in the Account Summary page to be updated. Please do not make the payment again. | |
| | Ok |
| @ Convright 2022 Due & Durham Comparison | |

- 9 Click **OK** in the confirmation message.
- 10 The billing contact for the firm receives an email with the details of this transaction. Refer to the sample email on page 9.
- **Note:** After making this payment the balance will be refreshed in the **Account Summary** page in a couple of days.

4.3. ACCESSING THE PAY PAGE IN PROSUITE

The Pay Page is available to Administrators only.

1 In the main ProSuite screen, click **My Firm**:

| | Ŧ | | | | | | | | ProSu | ite Trust 9.8.1.2 | - System | Admin | | | | | | | - | | × |
|--|--|---|---------|--------------------|--|------------|--------------------------------|---------------|---------------------|-------------------|----------------|---------|---------------|--------------|--------------|--------------------|--------------------------|--------------------|--------------|----------|--------|
| New | Main Menu Sind | System Fing Forward | Admin | Stewart A Print | Refresh | E-filng | Notifi- cations | Reports | Search 8 Reports | Find Contacts | New Contact | My Firm | Firm Users | See. User | (S) Trust | Estate Planning | 0 Generated 0 Pending | News | Exit | | -0 |
| Net | NS | HIE/M | atter | | J. | | A | Кер | orts | a Cont | icts . | 4 | Administ | ration | | Estate 🦼 | DocGen 🦼 | News " | Exit 4 | V | X |
| THIS IS ProSuit April 15 FCT Tit ProSuit System Resolve V8.9 Ne New Do | C60 ENVIRG e Staging Mo News Updat e Insurance e V8.9.1 nov Maintenance d Issue in Pr w Available cument Add | ONMENT vving! te Orders v available e roSuite ed | | | Info High Info Info Info Info Info Info Info | ý | Topic: T Link: THIS IS (| HIS IS C60 E | INVIRONME | NT | | | | | | | Priority: Date: | Info Sep 09,202 | 1 | P | Yint |
| File M | atter - My Fi | es | | | | Access | Date | Completio | n Date | Туре | 1st Cien | 1 | | Civi | c Address | | | Outside Pra | ctitioners h | îm | |
| Server | Staging A | dministrator | Firm Us | er adminar | ndrea Acc | ess Rights | System / | Idministrator | | | | | | | | | | | O Do | :Gen Sta | atus z |

2 In the **My Firm** screen click **Billing**.

| dministrator Firn | n : My Fi | rm | | | | | | | | - | |
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| Generate Docun | nents | | | | | | | myLISA | 1 F | 0 | 四 李 |
| me Administrato | r Firm | | Type MyFirm | | | | 1 | | | | |
| Firm Firm Perso | onnel | Settings Account Library | Mortgage Library Adjustment L | brary Undertaking | Library Holidays | Billing | Unlock File | | | | |
| | - | | | | | | | | | | |
| | 1 | Firm Reference Dat | a. Please enter all required | data. | | | | | | | |
| Lawy | er Firm | Administrator Firm | | ۵ ۹ | | | | | | | |
| 2nd Line | e Name | Notary Public | | | | | | | | | |
| 3rd Line | e Name | | | | | | | | | | |
| | District | District of BC | | | | | | | | | |
| PST | Tax No | PST1234356 | Make sure that Contact data Enter 2nd and 3rd Letterhead | s correct. Line if Required. | | | | | | | |
| GST | Tax No | 845613595 RT0001HST | Enter the Tax Number. | | | | | | | | |
| HST | Tax No | PST12343568 | | | | | | | | | |
| Sole Pract | utioner 5 | ×. | | | | | | | | | |
| Billing C | Contact | Konstantin->Email:konstan | tin@dyedurham.com | - | | | | | | | |
| Emergent C | lient ID | 84AD327D-29BC-46BD-9B0 | C-67D94356107F | | | | | | | | |
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3 In the **Payment Method Management** screen, confirm that **Invoice** is selected for the payment method.

| | istrator Firm : My | Firm | | | | | | | | | | | | _ | | |
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| ame | Administrator Firm | | | Type MyFirm | | | | | | | | | | | | |
| Firm | Firm Personnel | Settings | Account Library | Mortgage Library | Adjustment Library | Undertaking Library | Holidays Bill | ling Unloc | k File | | | | | | | |
| - | Payment Method I | Management | Account Summa | ary | | | | | | | | | | | | |
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| 8 | | | | Account | | | | | | _ | | | | | | |
| 2 | | | | Customer ID | BC000001 | | | | | | | | | | | |
| ÷. | | | | Account Name | Administr | ation Firm Corporation | 1 | | | | | | | | | |
| 8 | | | | Address | 199 Bay S | treet (Commerce Cour | West), Suite #4610 | 0 | | | | | | | | |
| 2 | | | | City | Vancouve | 4 | | | | | | | | | | |
| | | | | Province | BC | | | | | | | | | | | |
| 8 | | | | Postal Code | VEC 2TE | | | | | | | | | | | |
| a. | | | | Phone | 1 900 2007 | 7649 | | | | | | | | | | |
| | | | | Phone Contract | 1.000.30/. | 1040 | | | | | | | | | | |
| | | | | Billing Contact | Email doproces | storonto@gmail.com | | | | | | | | | | |
| | | | | Contact Name | Konstant | n | | | | | | | | | | |
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| | | | | "Customers without a loca | sl e-mail client may phor | e Dye & Durhem Customer Sei | rice st416-322-6111 or | 1-855-367-7648 | 8, or e-mail | | | | | | | |
| | | | | inquiries@dyed urham.co | m to requeste change to | the above account information | | | | | | | | | | |
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| | | | | Payment Meth | od | | | | | Edit | | | | | | |
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4 Click the Account Summary tab and click Pay Invoice:

| - | insu deci mini miy | | | | | | | 1704 | | | | |
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| me | Administrator Firm | | Type MyFirm | | | | | | | | | |
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| | | | Account | | <u>.</u> | | | - | | | | |
| | | | CustomerID | BC000001 | | | | | | | | |
| | | | Account Name | Administra | ation Firm Corporation | | | | | | | |
| | | | Address | 199 Bay St | treet (Commerce Court | West), Suite #4610 | | | | | | |
| | | | City | Vancouver | r | | | | | | | |
| | | | Province | BC | | | | | | | | |
| | | | Postal Code | V6C 2T6 | | | | | | | | |
| | | | Phone | 1 866 367 1 | 7648 | | | | | | | |
| | | | Billing Contact Em: | il doprocess | storonto@gm ail.com | | | | | | | |
| | | | Sector Name | Kanada ak | soronoeginancom | | | | | | | |
| | | | Contact Name | Konstantir | n | | | _ | | | | |
| | | | | | | | | | | | | |
| | | | "Customers without a local e-r inguiries@dved.urham.com.to | all client may phone equest a change to t | the above account information. | ceat 418-322-8111 or 1-8 | 109-367-7648, or e-mail | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | _ | | | | |
| | | | Period End Date | Feb 28, 2022 | | _ | | | | | | |
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| | | | | | | | | | | | | |
| | | | Balance Due or (| Credit): \$ 1,332 | 2.35 Pay Invoice | | | | | | ~ | |
| | | | Balance Due or (| Credit): \$ 1,332 | 2.35 Pay Invoice | | | _ | | | ~ | |

5 The **Pay Invoice** page appears with the Customer ID, amount owing and invoice number:

| 🔀 Adı | mini | strator Firm : My | / Firm | | | | | | | | | | | | - | [| | × |
|-------|------|-------------------|------------|-----------------|---------------------|---------------------|------------------------|---------------|-----------|-----------------|-----------------|---|------|---|---|-----|---|----|
| G | ener | rate Documents | | | | | | | | | | m | LTSA | 0 | 0 | 122 | 李 | U |
| Nam | e A | dministrator Firm | | | Type MyFirm | | | | | | | | | | | | | ф. |
| F | rm | Firm Personnel | Settings | Account Library | Mortgage Library | Adjustment Library | Undertaking Library | Holidays | Biling | Unlock File | | | | | | | _ | |
| | P | Payment Method I | Management | Account Summar | ry | | | | | | | | | | | | | ~ |
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| | | | | | Dye & Durham | | | | | | | | | | | | | |
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| | | | | Pay | Invoice | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | Account | BC000001 | | | | | | | | | | | | |
| | | | | | Amount | \$ 1332.35 | | | | | | | | | | | | |
| | | | | | Invoice Numbe | r DP8833434 | | | | | | | | | | | | |
| | | | | | IMPORTANT: It mig | ght take a few days | for the Balance Due (| lmount) to re | flect pay | ments. | | | | | | | | |
| | | | | | Your firm's most re | ecent invoice numb | er is displayed in the | ield above, P | lease ent | er all other in | voice numbers | | | | | | | |
| | | | | | that will be covere | d by this payment i | (if applicable). | | | | | | | | | | | |
| | | | | | Select Credit C | and | | | | [+] Add | a Credit Card | | | | | | | |
| | | | | | Type Numbe | r Exp. Date | | | | 1.1.444 | a situate serve | | | | | | | |
| | | | | | Select a card | | ~ | | | | | | | | | | | × |
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| | | | | | | | Pay Invoice | Instruct | ions | | | | | | | ~ | | a |
| | | | | | | | | | | | | | 1 | | | | | 9 |
| | | | | | | | | | | | | | | | | | | |

Note that the credit card type (Visa or Mastercard), masked number and expiry date appear for credit cards that have been added to the account. For instructions on adding a credit card, go to page 18. It is strongly recommended that you pay the entire balance.

- 6 The last invoice number is automatically displayed. Enter all other invoice numbers that will be covered by this payment (optional).
- 7 Select a card and click **Pay Invoice**.
- 8 A confirmation message appears that the payment has been made.

| Generate Documents Wig United Status Frim Type Prime Frim Prime Prime | 🔀 Adn | inistrator | r Firm : My | Firm | | | | | | | | | | | | | - | | | × |
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| rem rem removani fettage Nacana Likary Madaga (Marcia) | Name | Administ | trator Firm | | | Type MyFirm | | | | | | | | | | | | | | 4 |
| | Ny Pitun : Administrator Firem Billing : Administrator Fire | n Fran Paymen | Personal III Method M | Settings tanagement | Account Ubrary Account Summa | Mortgage Lbrary 77 Dye & Durham Invoice Confirm Your invoice has few days for the again. | Adjustment Library | Undertaking Librar | y Holdays | Celve an e | mail receipt. It | t will take a the payment | (OK) | | | | | | | |

9 Click **OK** in the confirmation message.

- 10 The billing contact for the firm receives an email with the details of this transaction. Refer to the sample email on page 9.
- **Note:** After making this payment the balance will be refreshed in the **Account Summary** page in a couple of days.

5. ADDING A CREDIT CARD

You can enter a valid credit card and then reuse it the next time you make an invoice payment. The following directions are the same for all Dye & Durham applications mentioned in this document:

1 In the **Pay Invoice** page, click **Add a Credit Card**.

| Dye & Durham | | | | | | X |
|---|---|---------------------------------------|--|-------------------------------|-----------------|---|
| Invoice | _ | _ | _ | _ | _ | |
| | | | | | | |
| Account | | | | | | |
| Account Number | 5536 | - | | | | |
| Invoice Number | DP8964153 | | | | | |
| IMPORTANT: It might Your firm's most recer that will be covered b | ake a few days for the Balan It invoice number is displaye I this payment (if applicable) | ice Due (Amo ed in the field). | unt) to reflect pa above. Please er | yments. nter all other inv | voice numbers | |
| Select Credit Car | Exp. Date | | | [+] Add | l a Credit Card | |
| Select a card | | | | | | |
| | Pay In | voice | Instructions | | | |

- 2 In the **Secure Payment Add a Card** page, enter the details as they appear on your credit card:
 - Cardholder Name
 - Card Number
 - Expiry Date
 - Card Security Code

| Dye & Durham | × |
|--|---|
| Secure Payment - Add a Card | |
| Account Details | _ |
| Please complete the following details exactly as they appear on your card. Do not put spaces or hyphens in the card number. | |
| Cardholder Name: | |
| Card Number: | |
| Expiry Date: | |
| Card Security Code: | |
| Submit Cancel | |
| | |
| | |
| | |

- 3 Click Submit.
- 4 A confirmation message appears that your card has been successfully added.
- 5 Click **OK** in the message.
- 6 The **Pay Invoice** page reappears. Select the required credit card from the list.

Note that as part of the secure management of the firm's credit card, the credit card is partially masked in the **Pay Invoice** page.

6. VIEWING INVOICE PAYMENTS IN ACCOUNT STATEMENT

On the 5th of every month a line appears in your firm's Account Statement for every Invoice by Credit Card Payment made in the past month. The Account Statement is emailed to your firm's billing contact (with the invoice) and is accessible in the **Account Summary** of your applications.

| Dye & Durham | 1 | | | ACCOUNT S | TATEMENT |
|---|--|---|---|---------------------------------------|------------------------------------|
| BILL TO: 10275 KB Invoid Attn: QA 10275 123 Front St E Toronto, ON M5A 1E3 | ce Account | REMIT Do Pro As par c/o T0 P.O. B Toront or sign Funds | PAYMENT TO: ccess t of Dye & Durham 1952C ox 1952, Station A o, Ontario M5W 1W9 up for Electronic Transfer (EFT) payment | Period Ending: Jul Account Number: | 31, 2021 10275 |
| Balance Due or If the balance is show Overdue Balances Accounts with a balar | (Credit) : wn in () it indicates a credit for w | which no pa | \$63 syment is required to suspension without notice. | 8.45 | |
| Appearing below are Centre at 416-322-61 | all invoices, payments and oth 11 or 1-866-367-7648 if you re | er activities quire assis | for the period. Please indicate invoice nu tance. | mbers on your cheque. Co | entact the Customer Service |
| Date | Transaction | | Reference | | Amount |
| 06/30/2021 | | | July's Opening Balance | | \$487.03 |
| 06/30/2021 07/31/2021 | Invoice | | July's Opening Balance DP8837422 | | \$487.03 \$638.45 |
| 06/30/2021 07/31/2021 07/31/2021 | Invoice Payment | | July's Opening Balance DP8837422 PAY-DP-000002 | | \$487.03 \$638.45 \$(487.03) |

Information for additional months can be obtained from the Account Summary available in your Dye & Durham application. We thank you for your business and look forward to continuing to serve you. If you have any questions concerning this statement, please call 416-322-6111 / 1-866-367-7648 or email inquiries@dyedurham.com.

HST / GST No. 80799 5055 RT0001; MB PST 828080952MT0001; SK PST 2542728; BC PST 10059546

Page 1 of 1