

## Online Invoice Payment Instructions

Thank you for your interest in our online invoice payment option. Your convenience, security and privacy are important to us. If you have any problems or questions, please contact us at [accounting@datasyncsolutions.com](mailto:accounting@datasyncsolutions.com).

We also offer the option of mailing a check to DataSync for payment if the online invoice payment option is not the right solution for your business. You can mail your check directly to us at:

DataSync Corporation  
101 W. 69<sup>th</sup> St. STE 101  
Sioux Falls, SD 57108

The following instructions will walk you through the online invoice payment process.

### Getting Started

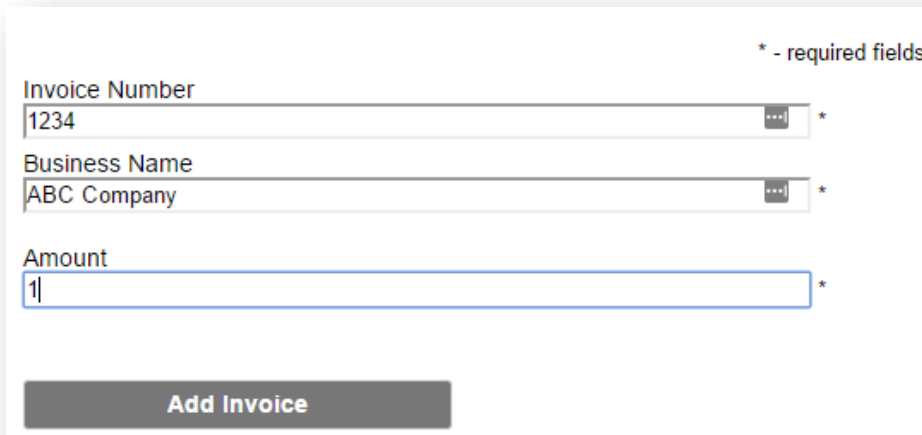
Before starting the online payment process please make sure you:

- 1) Have your **DataSync Invoice Number(s)** readily available.
- 2) Determine if you will be using a Credit Card or E-Check:
  - a) Credit Card – A 3% convenience fee will apply. Please have your card information available.
  - b) E-Check– Payments are free up to \$10,000. If your invoice is over \$10,000 you can choose to use your Credit Card (plus the 3% fee) or direct mail a check to us. You will need your **Account Number, Routing Number**, and the **type of Account** (Checking, Savings, Business Checking, Business Savings).
- 3) Have access to a computer with a browser and internet access.

### Adding an Invoice to Pay

- 1) Open your browser and go to: <http://www.datasyncsolutions.com>. Click on the blue **PAY INVOICE** button on the upper, right side of the screen or go directly to: <https://heartlandpaymentservices.net/PaymentPortal/DataSyncCorporation/Bills>.

- 2) On the *Payment Portal* site, enter your **Invoice Number**, **Business Name**, and **Amount** (please do not include a \$ or , in the amount). Make sure to use the Invoice Number and Business Name listed on your Invoice.
- 3) Click **Add Invoice**.



\* - required fields

Invoice Number  
1234 \*

Business Name  
ABC Company \*

Amount  
1 \*

**Add Invoice**

- 4) If you need to add another Invoice, enter the required Invoice information and click **Add Invoice** again.
- 5) If you are ready to pay, click on **Pay by Card** or **Pay with E-Check**.

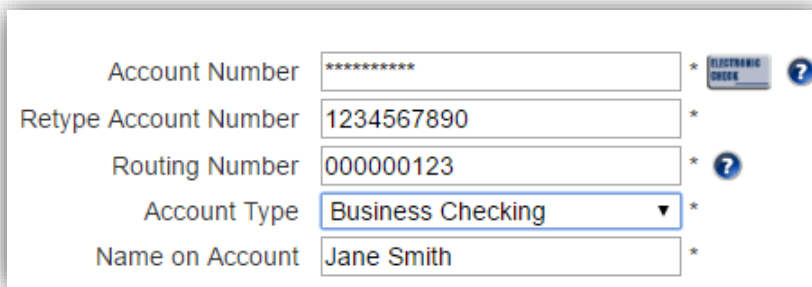
## Pay by Card

- 1) Enter the required Credit Card Billing Information. *The Email Address you enter on this screen will receive the payment confirmation email.* Click **Next**.
- 2) Enter the required Payment Information. Click on the check box next to **I agree to the terms and conditions**. Click **Back** to fix any errors or click **Next** to submit your payment.
- 3) Verify that the information is correct, click **Back** or **Submit Payment**.

Once your payment has been submitted, you will receive a confirmation email at the address previously entered. You will see your payment on your statement.

## Pay with E-Check

- 1) Enter the required Payor Information:
  - a) The **First Name** and **Last Name** on this screen should be the person who is processing the payment.
  - b) The **Payor Address** should be the Account Address on the Check.
  - c) The **Email Address** you enter on this screen will receive the payment confirmation email. Click **Next**.
- 2) Enter the required Payment Information. Verify the information on this page. The *Account Type (Checking(for a personal checking account), Savings(for a personal savings account), Business Checking, or Business Savings)* needs to be set correctly, or you will receive errors and not be able to submit your payment.



The screenshot shows a payment form with the following fields and values:

Account Number	*****	*	<input type="checkbox"/> ELECTRONIC CHECK ?
Retype Account Number	1234567890	*	
Routing Number	000000123	*	?
Account Type	Business Checking	*	
Name on Account	Jane Smith	*	

Click on the check box next to **I agree to the terms and conditions**. Click **Back** to fix any errors or click **Next** to submit your payment.

- 4) Verify that the information is correct, click **Back** or **Submit Payment**. Click **Finish**. Once your payment has been submitted, you will receive a confirmation email at the address previously entered.

If you have any problems, email: [accounting@datasyncsolutions.com](mailto:accounting@datasyncsolutions.com) or call 605-413-4003.

**Thank you for your business, we are thankful for the opportunity to work with you.**