

REGISTERING/VERIFYING YOUR POOL360 PAY ACCOUNT

REGISTERING

1. To utilize POOL360 Pay, first log in to your POOL360 account.

This is a wholesale site for our registered dealers. To become a customer Click Here	Languages : Enç	lish (US/Canada) V
Home≁ Products≁ Sales Center	Search Here	Search
MEMBERS LOGIN BELOW		
* My username is: *My password is:		

2. Once logged in, navigate to Account Info in the main menu and select Order Status/History

Home - Produ	cts -	Sales Center-	View Cart+	Account Info -	Training Resources	_	Search Here	Search
Retail Mode: Off				AR Info			Active Template (A	Anna Test , 2 Item(s))
				Manage Account	s		C	
C.				Manage Profile				
Pool & Spa Parts		Order Status/History Fu		FunShine Program				
				Stocking List		WD4.	2000	
		My Templates		AF A A				
				Retail Pricing	ler			Sec. 2
	-		1.000					and the second

3. On the Order Status/History page, click Invoice History

Home -	Products -	Sales Center-	View Cart+	Account info -	Training Resources	Search Here	Search
Retail Mode: 【	Retail Mode: Off Active Template (Anna Test , 2 Item(s))						
Order Histo	огу Туре						^
Open (Order History	Invoice History	Order H	listory			

4. Once on the Invoice History page, select the option to Show invoice payment options.

	^
rder History	
	^
Exact Search	Export Invoice Details
Product/Mfg #	Start Date:
Search	End Date:
	Note: 31 days only
Show invoice payment options?	
	rder History Exact Search Product/Mfg # Search Search Show invoice payment options?



 First time users will see the screen below, indicating that no payment has been set up yet. Selecting Register Payment Type will direct you to the POOL360 Pay registration screen.



6. Once at the **Secure Payment Portal**, you must create a new password for use on the payment portal following the guidelines listed.

≊POOLCORP [°] Secure Payment Portal					
Registration We notice this is your fir Password will be require	rst time using POOL36 ed each time a paymer	0 Secure Payment Portal. Please cre nt is made.	eate a new password to login to the Secure Payment Portal.		
User Name Password	pc_15		 Passwords must be at least 7 characters. Passwords must have at least one special character. Passwords must have at least one digit (0'-9'). Passwords must have at least one uppercase (A'-Z'). 		
Confirm password					

7. After registering, you will have the option to add a new ACH payment type. Select **Add New Account** and a screen will pop up with the necessary fields to complete.

≥P00LC0RP [®]	Secure Payment Portal
Check	ing Accounts
	> Add New Account
2017 - POOLCORP	



VERIFYING YOUR ACCOUNT

8. Once the New ACH Account details have been entered, you will be redirected back to POOL360. Navigate back to the POOL360 Invoice History page, where you will see the screen below. Selecting **Verify Checking Account** will direct you to the POOL360 Pay portal.

NOTE: You will receive two, small withdrawals from your checking account within 3-5 business days in which you will use to verify your account.



9. Once at the **Secure Payment Portal**, verify your account by entering the two amounts withdrawn from your bank account, and hit **Submit**.

≥POOLCO	PP Secure Payment Portal
	Verify Account Information
	To activate your bank account, please enter the two withdrawals made to your account. These small withdrawals are between \$0.01 to \$0.99
	Account Name: TestACH1
	Withdrawal 2: \$ 0.00
	Verify Amounts

10. Once the account has been successfully verified, the user will be directed to the POOL360 Invoice History page.

FUTURE VERIFICATIONS

Any ACH accounts you would like to add in the future will be set up in the same way. You can reach the verification screen from within the POOL360 Pay main screen OR the POOL360 Invoice History screen. This button will only show when a payment type is pending verification.





If there is at least one verified payment type AND a pending account is present, you will need to first verify the pending account if you are selecting that for use.

≥POOLCO	Secure Payment Portal
	Payment Amount: \$2,627.26
Ç.	Checking Accounts Checking Test Checking Checking Test Checking Checking Test Checking Checking Test Checking Checking Test Checking Checking Checking Test Checking Checking Checking Test Checking Checking Test Checking Checking Checking Test Checking Checking Checking Checking Test Checking Checking Check

Clicking Verify Now will take you to the verification screen seen in Step #9.

PAYING WITH POOL360 PAY

1. Clicking on the box alongside **Show invoice payment options** will then prompt a box to **Choose Payment Type**.

Choose Payment Type	
Pay Full Balance Select Invoices to Pay Pay Other Amount	• • •
	Pay Now 🕑
	Verify Account 🕑

You can choose to Pay Full Balance, Select Invoices to Pay, or Pay Other Amount.

When selecting **Pay Full Balance**, your full balance will appear beneath the options listed. You can then select **Pay Now** to be directed to the payment portal.

Choose Payment Type	
Pay Full Balance Select Invoices to Pay Pay Other Amount 3	
\$0.43	
	Pay Now 🕑 Verify Account 🕑



When selecting **Select Invoices to Pay**, a pop up will appear with a list of all the available invoices to be paid. You have options to select the **Amount to Apply** and which invoices to **Include**. Once you have entered how much to apply and which invoices are to be paid, click **Done**.

Select Invoices / Reset Selections	Credits					
Invoice #	Purchase Order #	Due Date	Original Total	Balance *	Amount To Apply	Include?
29296494		01/12/2018	\$513.07	\$513.07	\$513.07	
Adjusting the s	elected invoice bala to be processed.	nces to result	in a subtotal of	at least \$0.0	1 will allow	Done 🗹

NOTE: The invoice balance must result with a subtotal of \$0.01 to be processed.

Once you have clicked **Done**, your **Invoice Total** and **Credit Total** will appear below your **Payment Type** options, with the amount of your **Total Payment** displayed beneath. You can then select **Pay Now** to be directed to the payment portal or **Modify Selections** to change the invoices you have selected.

	Choose Payment Type		
	Pay Full Balance Select Invoices to Pay Pay Other Amount	○ ● ○	
	Modify Selections &		
Invoices Selected: 1	>	Invoice Total: Credit Total:	\$0.22 0.00
		Total Payment: Pay Now 🕑	0.22
		Verify Account 🗹	

When selecting **Pay Other Amount**, a box will appear beneath the **Payment Type** options, allowing you to enter the amount you would like to pay. You can then select **Pay Now** to be directed to the payment portal.

Choose Payment Type	
Pay Full Balance Select Invoices to Pay Pay Other Amount	0 0 10
Will be applied to oldest it \$	iems
	Pay Now 🗹 Verify Account 🗹



2. After clicking **Pay Now**, you will be routed to the **Secure Payment Portal**. If a Payment is already in Progress, you can opt to **Continue** with your payment, which will replace the payment in progress, or **Cancel**, which will bring you back to the POOL360 Invoice Page.

≥POOLCORP [®]	Secure Payment Portal			
	Payment Already In Progress			
There is already a payment in queue for this user. Would you like to replace that payment with this				
one and continue?				
Cancel Continue				

3. If you Continue with your payment, or no payment is in progress, you will be directed to the screen below, where you will select the verified ACH account you would like to pay your invoice with. Once you have selected the account, click **Submit Payment**.

NOTE: At any point in the **Secure Payment Portal**, you can select **Return to POOL360**, which will cancel any payments and return you to POOL360.

Secure Payment Portal					
	Payment Amount:	\$9.65			
• te	ng Accounts estCheck v	Add New Account Delete Selected	Submit Payment		

4. Once the payment has been submitted and successfully completed, you will be redirected to a POOL360 page stating that your Payment is Complete. You can then print out the completion page for your records or return to Invoice History.

Return to Invoice History			e
	Payment	Complete	
	Please note that your payment will not be immediately reflected on your invoices.		ot
	Confirmation #: Payment Amount: Paid From Account: Payment Date: Invoice #	1005 \$0.22 testCheck 02/13/2018 11:48:58 AM	
	NS238624	\$0.22	<>