

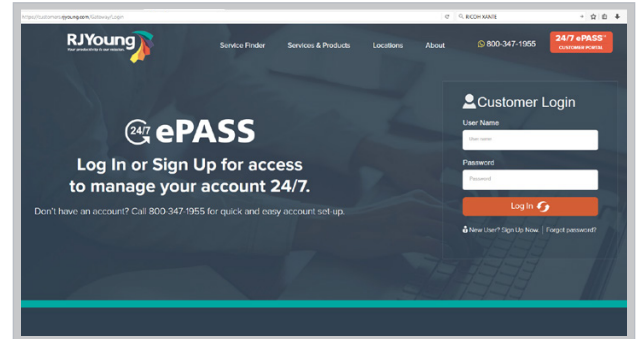
01

Login to Your Account

Go to customers.rjyoung.com

- Enter your username and password
- click the "Log In" button

**If you need to request a login, click on "New User? Sign up now."*

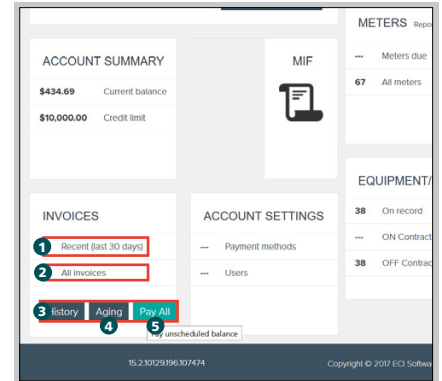


02

Invoices

To access invoices chose one of the following:

- 1. Recent (last 30 days)**
Invoice(s) issued within last 30 days
- 2. All invoices**
All open invoices with outstanding balances
- 3. History**
All invoices (paid and outstanding)
- 4. Aging**
All open invoices with outstanding balances past 30 days
- 5. Pay All**
Pay all invoices with outstanding balances



03

Select Invoice

From invoice list:

- Click "Pay" checkbox for invoices to be paid
- Click "Pay" button in bottom right indicating total payment amount

Number	Type	Date	Due Date	PO Number	Invoice Total	Due	Pay	Status
1000000001	Sales Invoice	7/13/2017	8/12/2017	---	\$434.69	\$434.69	<input checked="" type="checkbox"/>	Unpaid
1000000002	Sales Invoice	4/26/2017	5/26/2017	---	\$173.68	---	<input type="checkbox"/>	Paid
1000000003	Sales Invoice	7/26/2016	8/25/2016	---	\$144.50	---	<input type="checkbox"/>	Paid
1000000004	Sales Invoice	6/14/2016	7/14/2016	---	\$18.00	---	<input type="checkbox"/>	Paid
1000000005	Sales Invoice	6/6/2014	7/6/2014	---	\$56.00	---	<input type="checkbox"/>	Paid

5 list items

Pay: \$434.69

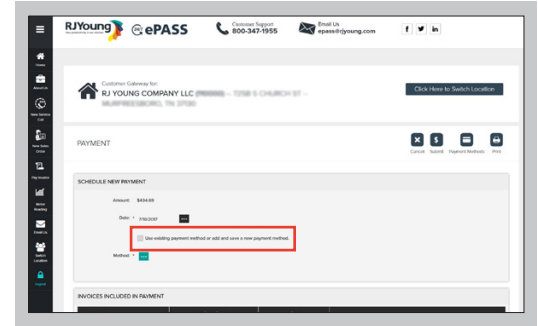
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04

Add Payment Method

Add Payment Method

- Click "Use new payment method"
- Complete New Method Payment form
- "*" indicates required field
- Click "Next" button to enter card information on external secure site



05

External Secure Site

From Net1 Payment Solutions site:

- Enter card number and expiration date
- Click "Submit" button
- Click "Close" button once credit card information has been saved

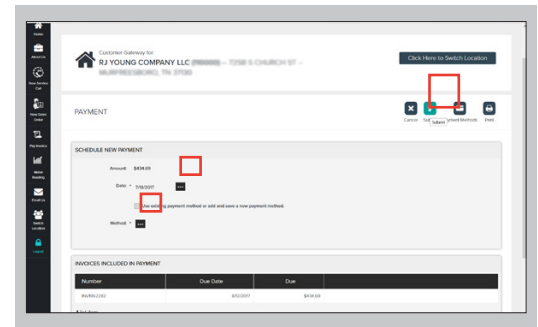


06

Submit Payment

Submit Payment

- To schedule payment date, click [calendar icon] button and select desired date
- To change payment method, click [dropdown icon] and select desired payment choice
- Click "Submit" button (in top right)



07

Payment Confirmation

Payment Confirmation

- Upon successful payment completion, Confirmation number will appear along with payment amount, payment date, payment method used and invoices included in payment