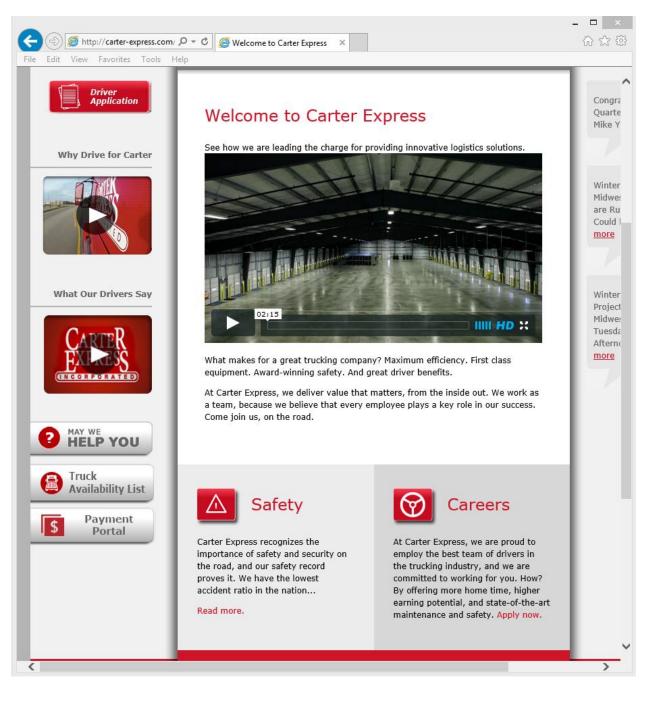


## **Payment Portal**

1. You can get to the Payment Portal site by going to <u>http://Carter-Express.com</u>





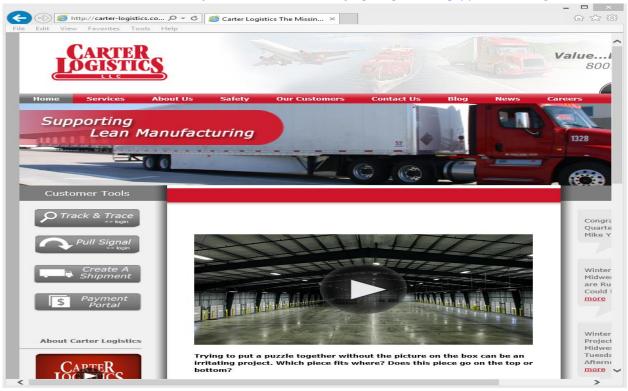
2. You will see an icon on the bottom left side of the screen



3. Click on Payment Portal



4. You can also access the Payment Portal site by going to http://Carter-Logistics.com





5. You will see a custom tools section on the top left side of the screen



6. Click on Payment Portal



7. The Payment Portal application should open in a new tab/window

🕞 🛞 🖻 http://paymentportal/Account/Log 🔎 = 🖒 💁 Log In 🛛 🗙		□ × 命☆節
File Edit View Favorites Tools Help		
CARTER Home		^
Log In	Email Address: Password: Log In Reset Password	
ValueDelivered!		
Global Solutions		
For best user experience, please use Internet Exp © 2014 - Carter Logistics, L		×



- 8. Email: <u>vendorsupport@carter-logistics.com</u> to have your account setup. Please provide a valid email account and your vendor information and the Vendor Support Team will email your login credentials to you
- 9. Once you have login information, simply enter the email you provided and a temp password provided by the Vendor Support Team
- 10. When you first login you will be asked to change your password (this is required)

CARTER LOGISTICS Home My Account		
Manage Account		
	Change Password Form	
	Current password:	
	New password:	
	Confirm new password:	
	Change Password	

11. Once authenticated you will be redirected to the 'Payment Portal Page'

Sea	rch						
	Invoice Numbe	2r	Start Date 1/23/2014	End Date 3/24/2014	Searche		
Ren	nittances 6		Unpaid Invoices	163			
	Export	Vendor N	ame	Check Number / Credit Memo	Check Amount / Credit Amount	Date Applied	
•	<b>a</b> 7	FEDEX FR	EIGHT EAST (FXFE)	CCD000259	\$39,179.88	02/24/2014	
•	🐻 🎵	FEDEX FR	EIGHT EAST (FXFE)	CCD000257	\$43,417.89	02/17/2014	
•	<b>a</b> ว	FEDEX FR	EIGHT EAST (FXFE)	CCD000261	\$41,103.95	03/03/2014	
÷	🗷 🗾	FEDEX FR	EIGHT EAST (FXFE)	CCD000263	\$42,878.22	03/10/2014	
•	<b>a</b> ว	FEDEX FR	EIGHT EAST (FXFE)	CCD000265	\$51,358.83	03/17/2014	
•	🛃 📜	FEDEX FR	EIGHT EAST (FXFE)	CCD000267	\$40,897.54	03/24/2014	_

- 12. By default you can see the 'Remittances' for the past 60 days
- 13. You can also search by a specific invoice number
- 14. To change your start and end date selection select the icon
  - Ē



## Account Management

1. To change your account password, go to My Account  $\rightarrow$  Change Password

My Accourt	nt	
CARTER LOGISTICS Home	My Account	
Carter Vend	Change Password	
Search	Log Out	

- 2. To reset your password, click on 'Reset Password' button on the login screen Reset Password
- 3. A temporary password will be sent to the email account you provided during the account setup process
- 4. If you don't remember your login **Email** please contact Carter at <u>vendorsupport@carter-logistics.com</u>
- 5. Vendor account will be locked after three unsuccessful attempts

The state of the s		QU
	CARTER	Email Address: abc@yahoo.com
Here a		Password:
-		Log In
	Interfected a gade	Reset Password

6. To unlock your account, please contact Carter at <u>vendorsupport@carter-logistics.com</u> and send us your login email name