

# Assisted Enrollment

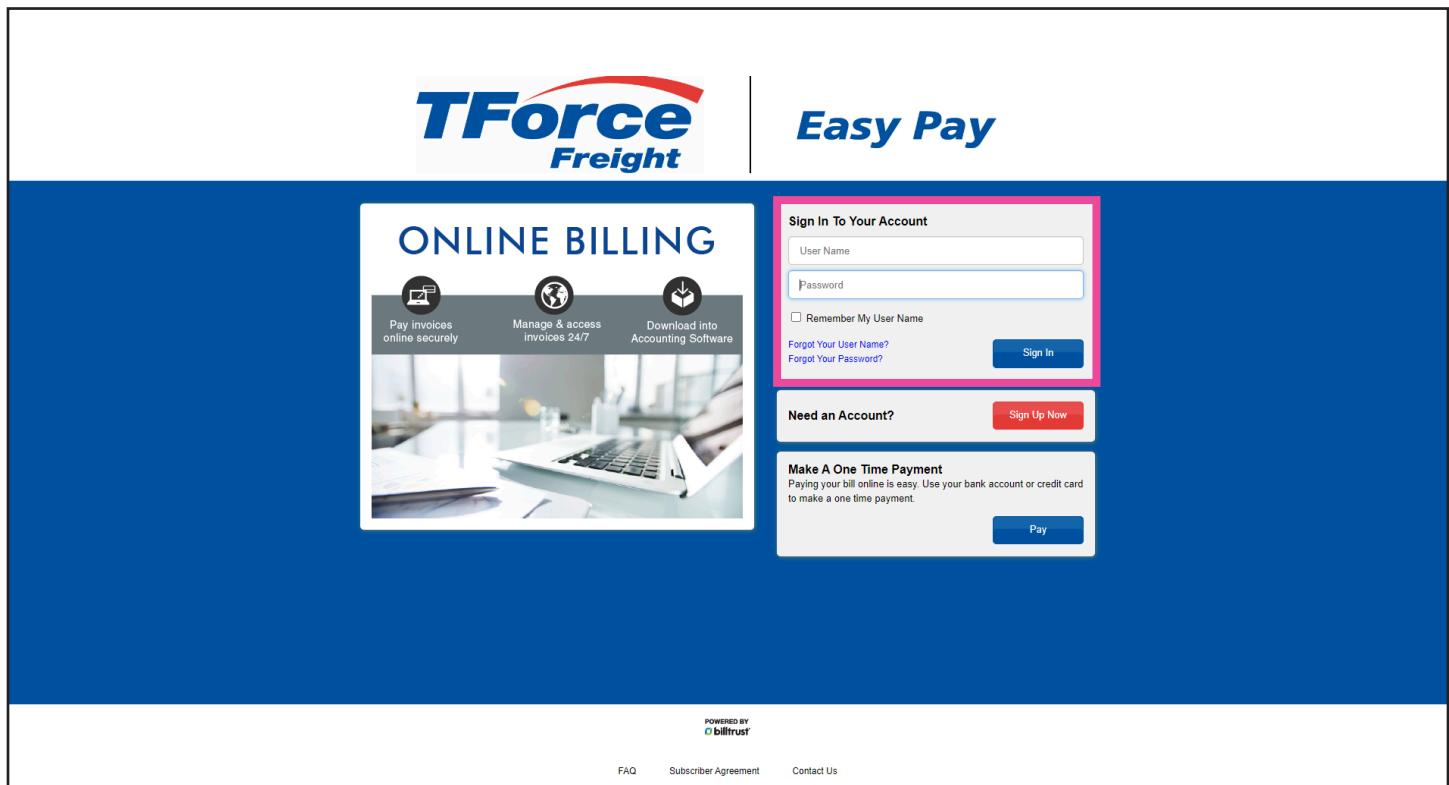
If you encounter any issues during enrollment, please contact our Accounts Receivable (AR) team: [accountsreceivable@ar.tforcefreight.com](mailto:accountsreceivable@ar.tforcefreight.com)

## Step 1

- Contact TForce Freight Accounts Receivable (AR) and let them know you're interested in TForce Freight Easy Pay and don't have an invoice

## Step 2

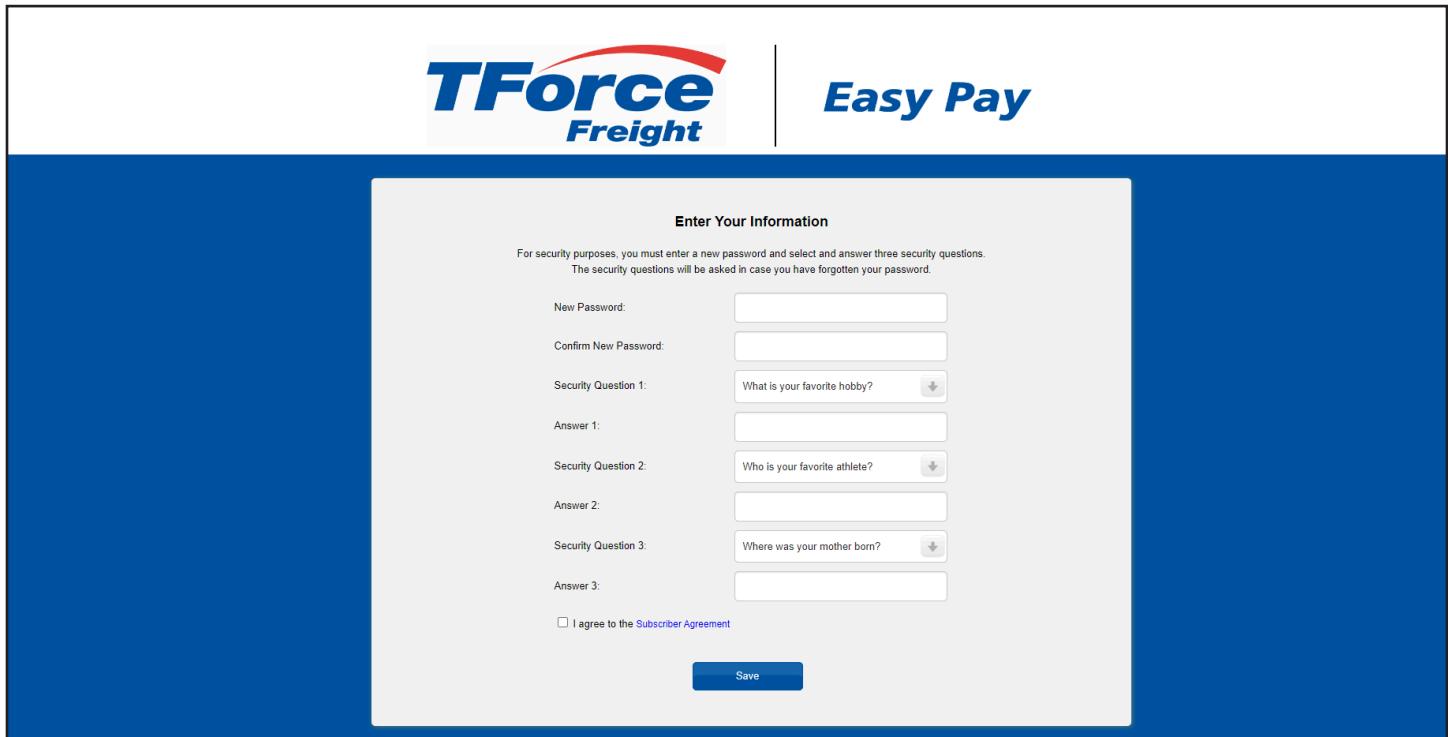
- Receive Email from AR with your login name and password
- You will need to update this during your next visit



The screenshot shows the TForce Freight Easy Pay website. At the top, there are two sections: 'ONLINE BILLING' on the left and 'Easy Pay' on the right. The 'ONLINE BILLING' section features three icons: 'Pay invoices online securely', 'Manage & access invoices 24/7', and 'Download into Accounting Software', with a background image of a laptop and papers. The 'Easy Pay' section contains a 'Sign In To Your Account' form with fields for 'User Name' and 'Password', a 'Remember My User Name' checkbox, and links for 'Forgot Your User Name?' and 'Forgot Your Password?'. Below this is a 'Sign In' button. Further down are links for 'Need an Account?' and 'Sign Up Now', and a 'Make A One Time Payment' section with a 'Pay' button. At the bottom, there is a 'Powered By' logo for Billtrust, and links for 'FAQ', 'Subscriber Agreement', and 'Contact Us'.

# Step 3

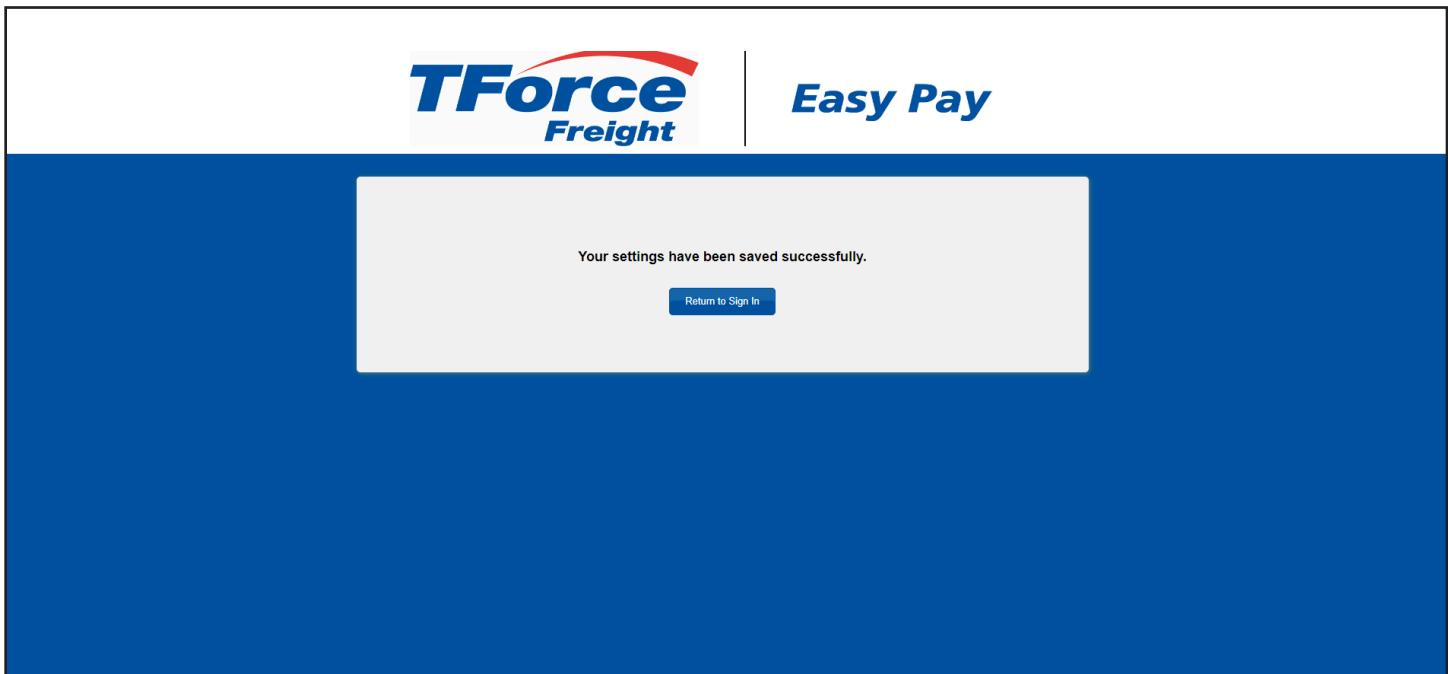
- Enter new password and security questions, and select Save
- You'll be prompted to return to Sign In screen



The image shows a screenshot of a web page titled "Enter Your Information" for "TForce Freight Easy Pay". The page has a blue header with the TForce Freight logo and the words "Easy Pay". The main content area is a white box with the following fields:

- New Password: [Text input field]
- Confirm New Password: [Text input field]
- Security Question 1: [Text input field] (dropdown menu: "What is your favorite hobby?")
- Answer 1: [Text input field]
- Security Question 2: [Text input field] (dropdown menu: "Who is your favorite athlete?")
- Answer 2: [Text input field]
- Security Question 3: [Text input field] (dropdown menu: "Where was your mother born?")
- Answer 3: [Text input field]

Below the fields is a checkbox:  I agree to the [Subscriber Agreement](#). At the bottom is a blue "Save" button.



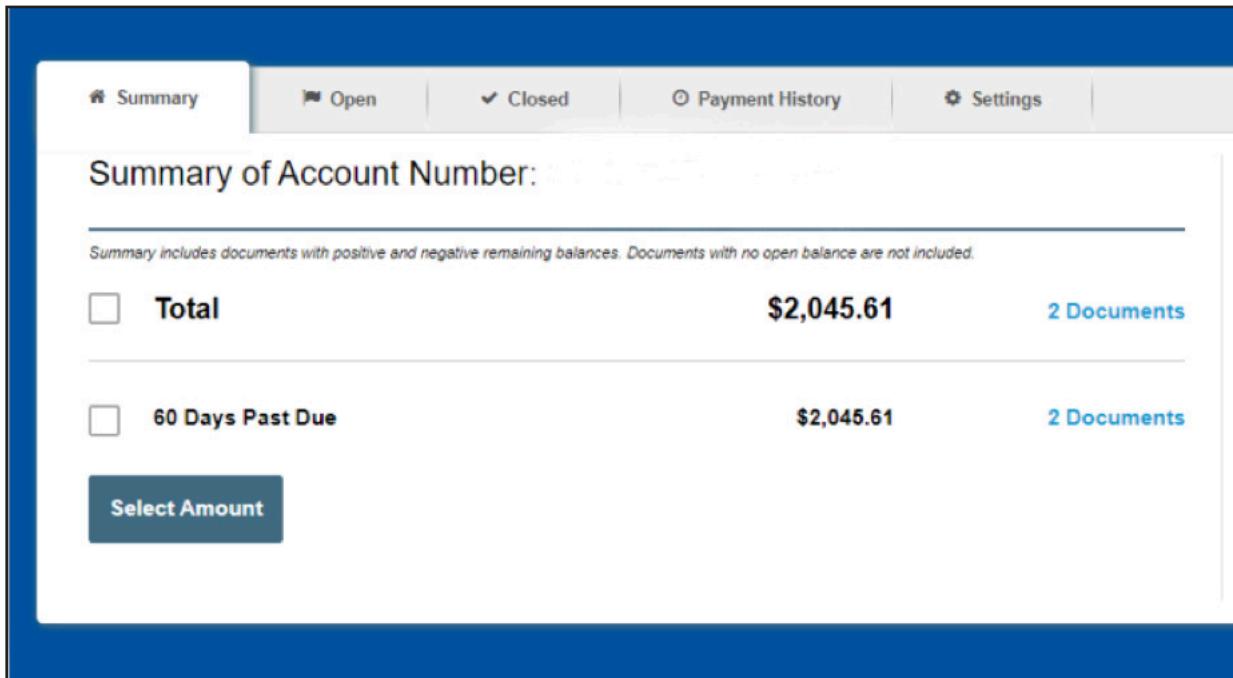
The image shows a screenshot of a web page with the TForce Freight and Easy Pay logos at the top. The main content area is a white box with the following message:

Your settings have been saved successfully.

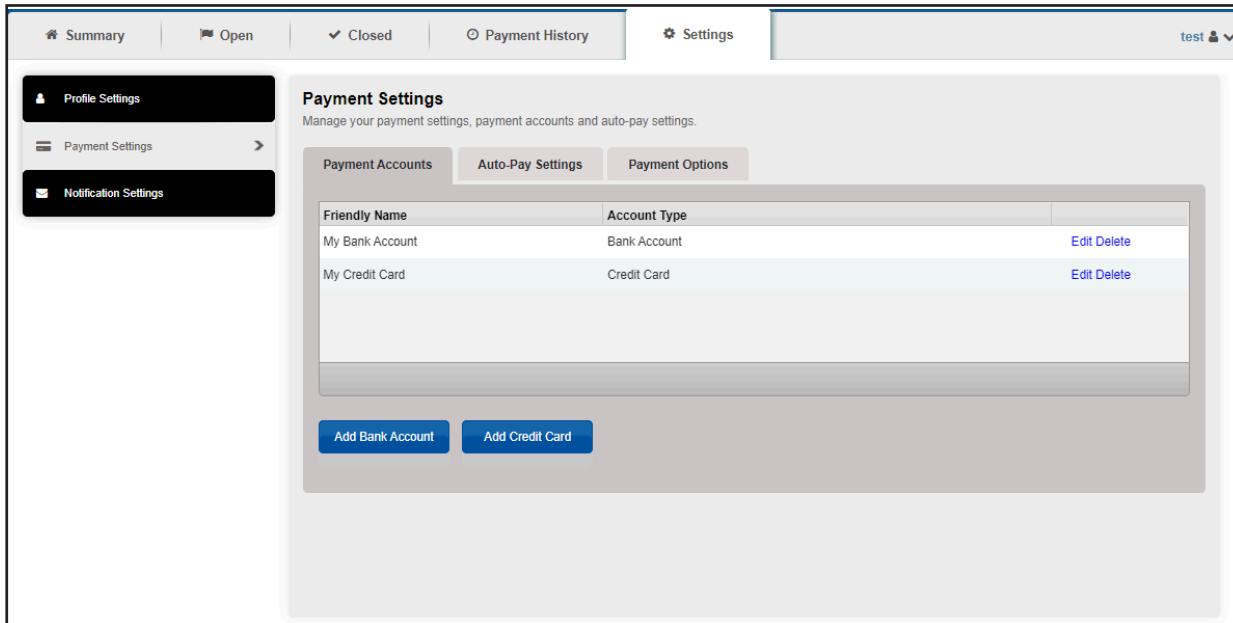
At the bottom of the message box is a blue "Return to Sign In" button.

# Step 4

- Once logged in you'll be on the Summary tab
- Switch over to the Settings tab, and choose "Payment Settings" to add either a Bank Account or Credit Card to your account



The screenshot shows the 'Summary' tab selected in the top navigation bar. The main content area displays a summary of account number 123-4567-8901-2345. It includes a note: 'Summary includes documents with positive and negative remaining balances. Documents with no open balance are not included.' Below this, two categories are listed: 'Total' with a value of '\$2,045.61' and '2 Documents', and '60 Days Past Due' with a value of '\$2,045.61' and '2 Documents'. A 'Select Amount' button is located at the bottom of the summary section.



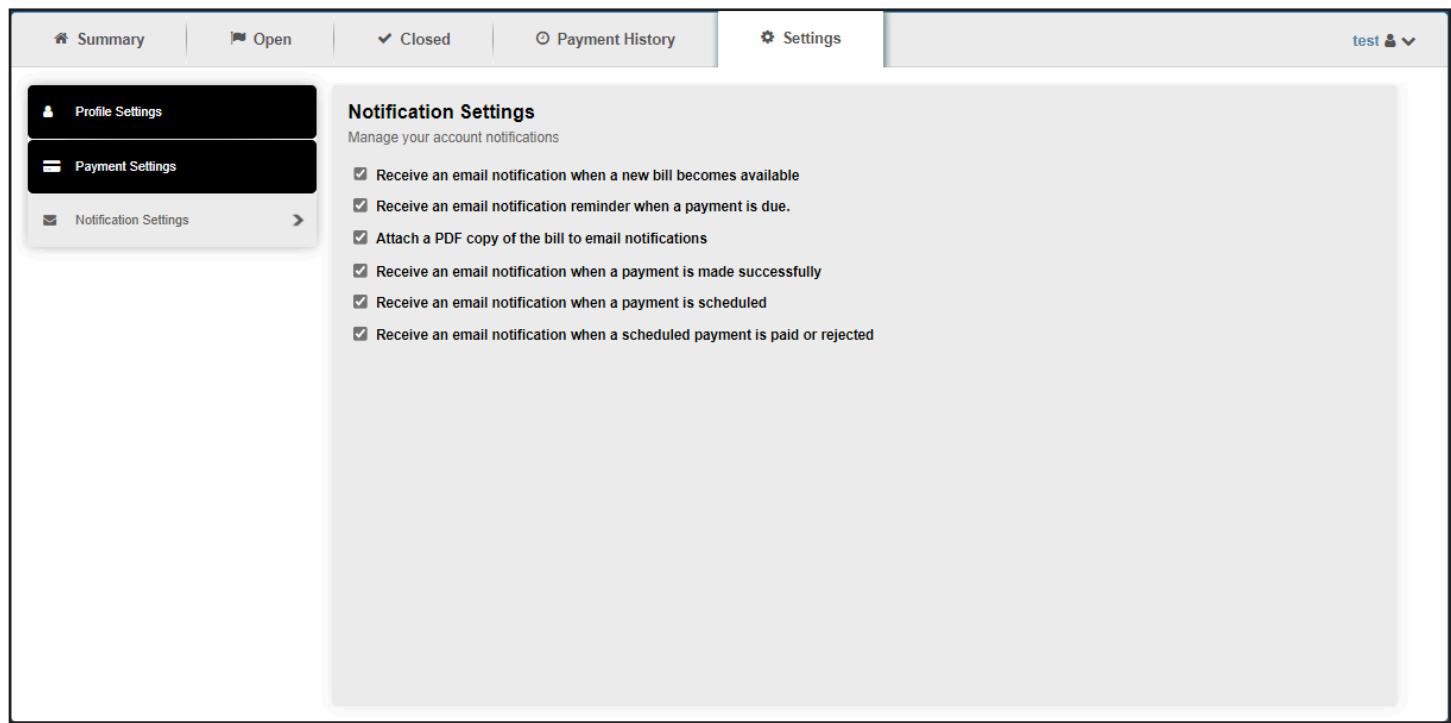
The screenshot shows the 'Settings' tab selected in the top navigation bar. The left sidebar has 'Profile Settings' and 'Notification Settings' highlighted. The main content area is titled 'Payment Settings' with the sub-instruction 'Manage your payment settings, payment accounts and auto-pay settings.' It features three tabs: 'Payment Accounts' (selected), 'Auto-Pay Settings', and 'Payment Options'. Below these tabs is a table showing payment accounts:

Friendly Name	Account Type	Actions
My Bank Account	Bank Account	Edit Delete
My Credit Card	Credit Card	Edit Delete

At the bottom of the table are 'Add Bank Account' and 'Add Credit Card' buttons.

# Step 5

- From the Settings tab, select Notification Settings to manage your account notifications



**Notification Settings**  
Manage your account notifications

- Receive an email notification when a new bill becomes available
- Receive an email notification reminder when a payment is due.
- Attach a PDF copy of the bill to email notifications
- Receive an email notification when a payment is made successfully
- Receive an email notification when a payment is scheduled
- Receive an email notification when a scheduled payment is paid or rejected