

# Payer Express Helpful Hints

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## How Do I Enroll in Payer Express?

1. Navigate to one of the following websites below that contain a link to the Payer Express Website:
  - a. Grainsystemsinc.com
  - b. Cumberlandpoultry.com
  - c. Automatedproduction.com
  - d. GSI Dealer Portal
2. Once you have arrived at the Payer Express Website please click on the Enroll button.

The screenshot shows the GSI Group LLC Demo Payment Center interface. At the top left is the GSI logo, and at the top right is a link for 'GSI Home Page'. Below the logo are two tabs: 'LOGIN' (selected) and 'PAY NOW'. The main heading reads 'Welcome to the GSI Group LLC Demo Payment Center'. The login section includes fields for 'Login ID' and 'Password', with links for 'Forgot your Login ID?' and 'Password Help?'. A green 'Login' button is positioned below the password field. To the right, a light blue box titled 'Don't have a Login ID?' contains the text: 'Enroll and you can view payment billing and payment history, set up recurring payments, and receive email notifications automatically.' Below this text is a yellow 'Enroll' button. At the bottom, there are three feature boxes: 'SIMPLIFY MAKING PAYMENTS' (Simplify your bill payment by using this online bill payment system.), 'PAYMENTS PROCESSED FASTER' (Have your payments processed faster by using this online bill payment system.), and 'TRACK PAYMENT HISTORY' (Keep track of payments by using this online bill payment system.).

3. Enter your GSI Account Number
4. Enter your zip code
5. Click I'm not a robot

- Click the Validate button

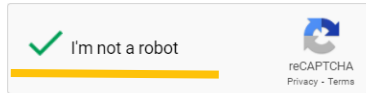


## Account Setup

To verify your identity, we need your Account Number and Zipcode

Account Number

Zipcode



Validate

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- Enter your phone number and use the drop down to choose the type of phone number entered.
- Enter your email address. You can also enter an alternate email, but it is not required.
- Click on the green button at the bottom – Continue to Login and Password.

PROFILE

LOGIN & PASSWORD

TERMS OF SERVICE

PAYMENT ACCOUNTS

Name

Company Name

Billing Address

Country

United States

Address

Address 2

(optional)

City

ASSUMPTION

State

IL - Illinois

ZIP Code

62510

Contact Info

Phone

Mobile

[Add Another Telephone Number](#)

EmailAddress

EmailAddress 2

[Add Another Email Address](#)

Continue to Login & Password

- Choose the login id and password.
- Choose a security image.
- Answer the security questions below.

13. Press the green button labeled to Continue To Terms and Service.



## Account Setup

✓ PROFILE

LOGIN & PASSWORD

TERMS OF SERVICE

PAYMENT ACCOUNTS

### Create an Account

Login ID

Password

Passwords must have at least 8 characters and have at least 3 of the following:

- 1 or more numbers
- 1 or more uppercase characters
- 1 or more lowercase characters

Passwords can include only the special characters: \*+,-/=/?^\_[]~!@#\$

Passwords cannot include:

- the last password
- your name
- your Login ID

Re-enter password, just to be sure

### Choose a Security Image and give it a label

You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us.



Give your image a label

### Choose Your Security Questions

We'll use these questions to help verify your identity if you forget your login credentials. Make sure you give answers that you can easily remember.

Question 1

What is your grandmother's maiden name on your father's side?

Answer 1

Question 2

What is your grandmother's maiden name on your mother's side?

Answer 2

Question 3

How many brothers and sisters did your mother have?

Answer 3

[Continue to Terms of Service](#)

14. Review the Terms of Service listed below and then click the box to accept.

15. Press the Continue to Payment Account Button.



[GSI Home Page](#)

## Account Setup

✓ PROFILE

✓ LOGIN & PASSWORD

TERMS OF SERVICE

PAYMENT ACCOUNTS

### Terms of Service

☒ By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

[Go Back](#)

[Continue To Payment Accounts](#)

16. Add a payment method or choose the add later button.

17. Choose the green Finish Enrollment Button.



## Account Setup

[✓ PROFILE](#)[✓ LOGIN & PASSWORD](#)[✓ TERMS OF SERVICE](#)[PAYMENT ACCOUNTS](#)

### Add A Payment Method

You may select a default payment method now. After enrollment you can manage your payment methods.

[BANK ACCOUNT](#)[ADD LATER](#)[Go Back](#)[Finish Enrollment](#)

18. Payer Express will then send you an email that will prompt you to activate your account.



## Your Account is Set Up!

### Activate Your Account

We've sent an activation link to   
Click the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or "Junk" folders.

[Account Login](#)

### Resend Activation Email

Didn't get our email? We can resend it to the Email on file or an alternate address.

### Send Email to another Email Address

Alternate Address

[Send Activation Email](#)



FILE MESSAGE DEVELOPER



Tue 11/2/2021 3:09 PM

GSIGroup@payerexpress.com

[External] Please activate your The GSI Group LLC DEMO account.

To [redacted]

[External] Please activate your The GSI Group LLC DEMO account. - Message (HTML)



My Selected Image:



My Image Label:



My Account Number:



Please click on the button below to activate your The GSI Group LLC DEMO Account.



[Button not working? If so, click here.](#)

Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email.

To contact us, [click here](#) and review the Contact Us section on our web site.

# How Do I Make a Payment?

1. Log into your account.

[GSI Home Page](#)

LOGIN

PAY NOW

Welcome to the GSI Group LLC Demo Payment Center

Login ID

Password

[Forgot your Login ID?](#)

[Password Help?](#)

Login

Don't have a Login ID?

Enroll and you can view payment billing and payment history, set up recurring payments, and receive email notifications automatically.

Enroll

SIMPLIFY MAKING PAYMENTS

Simplify your bill payment by using this online bill payment system.

PAYMENTS PROCESSED FASTER

Have your payments processed faster by using this online bill payment system.

TRACK PAYMENT HISTORY

Keep track of payments by using this online bill payment system.

2. Click on the green check mark for the invoice you would like to pay.
3. Enter the payment amount in the blue box highlighted below.
4. Please note that it will list the payment amount in the payment summary.

GSI

Home

Pay My Bills

Recurring Payment Setup

Pay My Bills

Due Date

Advanced Search

UNPAID AND PARTIALLY PAID

ALL CREDIT NOTICES

HISTORY

Hide Account Groupings

Export

	Statement Date	Due Date	Invoice Number	Amount Due	Payment Amount	
			Account Number 1000043			<a href="#">View Credit Notices</a>
✓	9/16/2021	12/15/2021	90852982	13,335.74	13,335.74	
No payments made against this invoice.						
✓	1/8/2021	3/9/2021	91060022	9,057.79	9,057.79	
✓	12/31/2020	3/1/2021	91058624	4,158.76	4,158.76	
✓	9/10/2018	11/9/2018	90852982	10,335.74	10,335.74	

MESSAGES

Test Message 1 for Enrolled users.

PAYMENT SUMMARY

1 Statement \$13,335.74

0 Credit Notices \$0.00

Total Payment \$13,335.74

[Remove All](#)

Payment Method [+ Add](#)

Pay Date

11/2/2021

5. Add a payment method by clicking on the +Add button to the right of the Payment Method header.
6. The following box will pop up. Please fill out all of the boxes and check on the Agree and Add Box and then click on the green Add button.

## Add A Payment Method

**BANK ACCOUNT**

**Account Type**

Personal
Business

**Banking Type**

Checking Account
Savings Account

**Give This Account a Nickname**

Checking

**Name on the Account**

XXXXXXXXXX

**Routing Number**

WASHINGTON SAVINGS BANK

**Account #**

**Re-enter Account #**

Pay to the Order of

123456789 000123456 1111

Routing Number
Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

☒
**Agree and Add Account**

Add

- Click on the Continue to Payment button at the bottom right hand corner of the screen.

Account Number 1000043
View Credit Notices

✓	9/16/2021	12/15/2021	90852982	13,335.74	13,335.74	
⌚	1/8/2021	3/9/2021	91060022	9,057.79	9,057.79	
⌚	12/31/2020	3/1/2021	91058624	4,158.76	4,158.76	
⌚	9/10/2018	11/9/2018	90852982	10,335.74	10,335.74	

**PAYMENT SUMMARY**

1 Statement **\$13,335.74**  
0 Credit Notices **\$0.00**  
**Total Payment \$13,335.74**  
[Remove All](#)

**Payment Method** ☒ Add  
Checking WASHINGTON SAVINGS BANK

**Pay Date**  
11/2/2021

Payments confirmed before Tuesday, November 02, 2021 8:00 PM EST will be posted on Wednesday, November 03, 2021. Payments confirmed after Tuesday, November 02, 2021 8:00 PM EST will be posted on Thursday, November 04, 2021.

Cancel
Continue to Payment

- Verify the payment information and check the box on the left and then click the Make Payment Button.





## Verify Payment

### PAYMENT SUMMARY

1 Statement	\$13,335.74
0 Credit Notices	\$0.00
Total Payment	\$13,335.74

### Payment Method

[Add](#)

### Payment Date

11/2/2021



Payments confirmed before Tuesday, November 02, 2021 8:00 PM EST will be posted on Wednesday, November 03, 2021. Payments confirmed after Tuesday, November 02, 2021 8:00 PM EST will be posted on Thursday, November 04, 2021.

1. These Terms and Conditions are designed to provide you information on the Bill Payment and Presentment Service (the "Service") and outline important conditions that apply to your using this Service. The merchant to which you have authorized a bill payment to be directed (the "Merchant"), has engaged various third-party providers to provide the Service, including PNC Bank, National Association, PNC Bank Canada Branch, the Canadian branch of PNC Bank, National Association (for payment instructions initiated in Canada), and Transactis Inc. (the "Third-Party Providers"). These Terms and Conditions are between you and the Third-Party Providers as a condition to you using this Service.

2. You agree, acknowledge and confirm that you have entered into a Terms of Service Agreement ("TOS") with the Merchant to which you have authorized a bill payment to be directed under this Service. Said Merchant shall be directly and solely responsible and otherwise exclusively liable to you in any connection with the performance of the Service. You agree and confirm that any and the Third-Party Providers shall have no duties or obligations (whether contractual, at common law other otherwise) to you in any connection with the foregoing. You, therefore, confirm, promise and agree (as a fundamental

[Print Terms and Conditions](#)

By checking this box you agree to the terms and conditions stated above.

By clicking the **Make Payment** button I, XXXXXXXXXXXX, confirm that today, Tuesday November 02, 2021, I am authorizing a one-time payment from my Checking account ending in \*\*\*\*0023 in the amount of \$13,335.74 USD to be remitted to The GSI Group LLC DEMO. This payment will occur on or after Wednesday November 03, 2021.

If you have any questions regarding this transaction request, please call 217-226-5577.

**Make Payment**[Cancel](#)

9. A confirmation screen will pop up with your payment information.

## Confirmation

**Thank You!** Your payment has been made.

 [Print Confirmation Page](#)

Payment Date 11/2/2021

Payment Method

Total Payment \$13,335.74

ASSUMPTION, IL 62510

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Tuesday, November 02, 2021 8:00 PM EST will be posted on Wednesday, November 03, 2021. Payments confirmed after Tuesday, November 02, 2021 8:00 PM EST will be posted on Thursday, November 04, 2021.

If you have any further questions about payments to The GSI Group LLC DEMO, please contact our office at 217-226-5577 .

Account Number	Confirmation #	Payment Amount	Number of Statements
	3100402229	\$13,335.74	1

[Set Up Recurring Payment Setup](#)

[Return to Pay My Bills](#)

[Log Out](#)

10. Please note that it will take a couple of days for your payment to be reflected in the Payer Express System.
11. The money will be withdrawn from your bank account the same day the transaction above is made.

# How do I Make a Payment & Apply a Credit Memo?

1. Log into your Payer Express Account.
2. Choose the View Credit Notices Button.

**Pay My Bills** Due Date Advanced Search

**UNPAID AND PARTIALLY PAID** **UNAPPLIED CREDIT NOTICES** **HISTORY** [Hide Account Groupings](#) [Export](#)

	Statement Date	Due Date	Invoice Number	Amount Due	Payment Amount	
Account Number 1000079						<a href="#">View Credit Notices</a>
	7/30/2021	8/29/2021	91103923	19,407.05	19,407.05	
	7/30/2021	8/29/2021	91103922	1,614.57	1,614.57	
	7/15/2021	8/14/2021	91100066	6,281.41	6,281.41	

**MESSAGES** [View](#)  
Message 2

**PAYMENT SUMMARY**

0 Statements	\$0.00
0 Credit Notices	\$0.00
Total Payment	\$0.00
<a href="#">Remove All</a>	
Payment Method	<a href="#">Add</a>

3. Check the circle to the left of the credit memo you would like to use.
4. Enter the amount of the credit memo you would like to apply in the amount to use column.
5. Then click on the green Apply button.

**CREDIT NOTICES (2) : \$-1,200.00** [Export](#)

[Cancel](#) [Apply](#)

	Invoice Number	Statement Date	Amount Due	Amount to Use	
<input checked="" type="checkbox"/>	1900021974	6/17/2021	\$-800.00	-800	
<input type="checkbox"/>	1600021974	6/17/2021	\$-400.00	-400	

selected \$-800.00

[Cancel](#) [Apply](#)

6. You will see the credit now shows up under the payment summary section.
7. Choose the invoice that you would like to apply the credit to by clicking on the circle on the left. The payment summary section will now show the invoice to be paid and the total payment amount.
8. Click the Continue to Payment button at the bottom right hand corner and complete the payment.
9. Please remember that this payment will not be reflected in Payer Express for a couple days after the payment is made.

Pay My Bills

Due Date   Advanced Search

UNPAID AND PARTIALLY PAID

UNAPPLIED CREDIT NOTICES

HISTORY

[Hide Account Groupings](#) [Export](#)

<input type="radio"/>	Statement Date	Due Date	Invoice Number	Amount Due	Payment Amount	
<input type="radio"/>	Account Number 1000079			\$-800.00 Credit Notices Applied		
<input type="radio"/>	7/30/2021	8/29/2021	91103923	19,407.05	<input type="text" value="19,407.05"/>	<input type="button" value="Q"/>
<input type="radio"/>	7/30/2021	8/29/2021	91103922	1,614.57	<input type="text" value="1614.57"/>	<input type="button" value="Q"/>
<input checked="" type="radio"/>	7/15/2021	8/14/2021	91100066	6,281.41	<input type="text" value="6281.41"/>	<input type="button" value="Q"/>

No payments made against this invoice.

MESSAGES

Message 3

☐ ☐ ☒

PAYMENT SUMMARY

1 Statement

\$6,281.41

1 Credit Notice

\$-800.00

Total Payment

\$5,481.41

[Remove All](#)

Payment Method

Pay Date

## Frequently Asked Questions

Who has access to Payer Express?

GSI Customers who have a US Bank Account.

When will customers be able to access Payer Express?

Customers will be able to enroll when they have their first open invoice after go live.

What type of payments will customers be able to make through Payer Express?

At this time the only option is ACH which must be at least \$1 USD.

Who will pay for the ACH fees?

GSI

Will I be able to apply credit memo's or customer deposits to my payment?

Yes, but it will be in a conjunction with a payment to GSI of at least \$1USD.

Will I be able to make an advanced payment or customer deposit via Payer Express without an invoice owed?

No, please continue to send via Wire, ACH, or Check.

What happens if I have a credit for \$1,000, but an invoice for \$500?  
Can I apply these items through Payer Express?

No, Please contact Ginny Tipton directly.

If I make a payment in Payer Express will it immediately show as paid in Payer Express?

No. It will take a couple days before the payment is posted.

Please note that the cash will be withdrawn from your bank account the same day you make the payment in Payer Express.