

iReceivables Quick Start Guide

Learn how to:

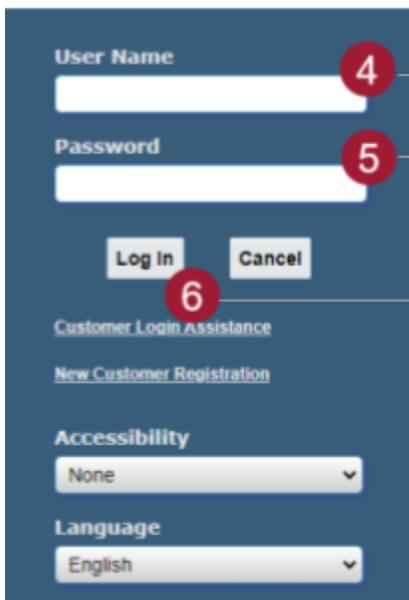
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Log In

1. Go to: <https://invoice.equifax.com/home>.
2. Scroll to the How to Use iReceivables section.



Select the Log into iReceivables button.



Enter your username.
Note: It's the email address you used to register.

Enter your password.

Select the Log In button.

Make a Payment

You can pay with a credit card or from a bank account in iReceivables.

1. Select the Account tab. Do you have more than one account?
 - a. Yes: Select an account from the Customer drop-down. Then, select **Go**.
 - b. No: Continue to step 3.
2. Select the checkbox next to the transaction you want to pay. *Note: Select more than one transaction to pay for many at the same time.*
3. Select **Pay**. *Note: If you don't see the Pay button, [go back to step 2a](#).*
4. Select the way you'd like to pay from the Payment Method drop-down.
5. Enter the credit card or bank account details. *Note: All fields are required.*
6. Optional: If you want to use this credit card or bank account in the future, save your information. Select the 'Save credit card for later use' checkbox.
7. Select **Add Account**.
8. Select **Apply**. A confirmation message tells you your payment is complete. If you selected the 'Save credit card for later use' checkbox, your credit card or bank account information has been saved so you can pay with it in the future.

Set Up Automatic Payments

You can set up automatic payments once you've made your first payment with a credit card or from a bank account.

1. Select the iReceivables Management folder.
2. Select the Setup Autopay and Payment Reminders link.
3. Select the Autopay and Reminders tab.
4. Select **Create**.
5. Enter information in the following required fields:
 - a. Customer Account Number. *Note: The Customer Name field will update once you enter your account number.*
 - b. Start Date Active.
6. Optional: You can also add information in the following fields.
 - a. Threshold Amount: The dollar limit you allow for automatic payment.
 - b. Payment Execution Days: The number of days after the invoice date. *Note: If you leave this field blank, your payment will process on the invoice due date.*
 - c. Reminder Days: The number of days before the invoice goes out when you'd like to get a reminder email.
 - d. Reminder Email: The email address we should send the reminder to.
 - e. End Date Active: The date you want to stop making automatic payments.
7. Select **Save**.
8. Select the Payment Method tab.
9. Choose your payment method.
10. Select the AutoPay checkbox.
11. Select **Save**.