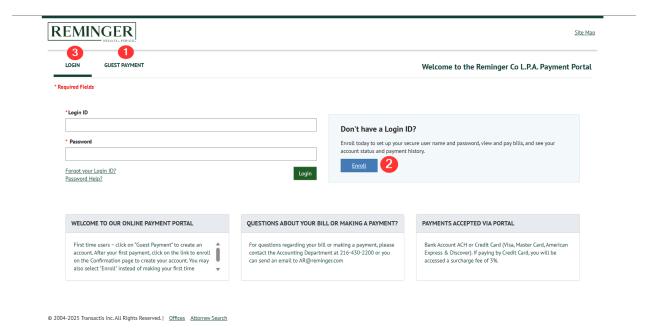
Reminger Client Payment Portal -Quick Start Guide -

www.reminger.com/pay

You may access the <u>Reminger Payment Portal</u> either as a <u>Guest</u> or a <u>Registered User</u>. The primary difference is that <u>Registered Users</u> can save payment methods and link multiple matters for future payments.

On the login page, you will see three options:

- 1. **Guest Payment** Make a one-time payment without logging in.
- 2. Enroll For first-time users who need to create an account.
- 3. **Login** For returning users with an existing account.



Paying as a Guest

To make a payment without registering:

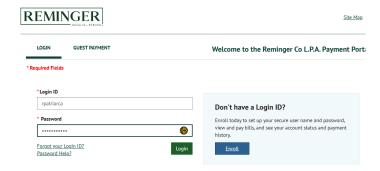
- 1. Go to the **Reminger Payment Portal**.
- 2. Enter a valid Client. Matter code.
- 3. Provide the **Billing ZIP code** on record.

REMINGER LOGIN GUEST PAYMENT *Required Fields *Client.Matter @ 9999.9999 *Zip Code @

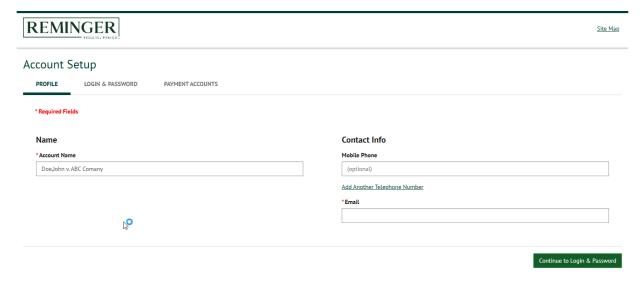
Enroll - Registering for an Account

To create a registered account: Payment Portal Registration

On the right, you may select Enroll from the Guest Portal.



- The account name will default to the **Matter Name**. If desired, you may rename your account to your **Company Name or Payor Name**.
- · You must provide an email address.
- Create a unique login ID (not your email) and a password for the portal.
- You must fill out security questions and can add payment later.
- You will get an email to activate

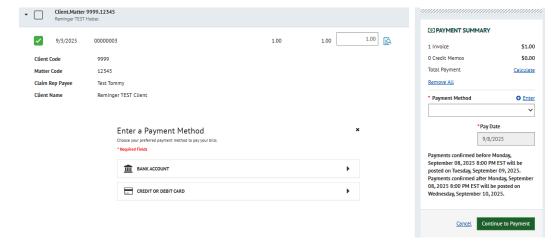


Benefits of Registration

- Save payment methods for faster checkout.
- Link additional matters for consolidated billing.
- View and pay multiple bills across multiple matters at once.

ACH or Credit

Select one or more Statements and select enter to add a Payment Method.



Payment Completion

You will receive an email confirmation for your successful payment. See an example below:



Support

 For questions regarding your bill or making a payment, please contact the Accounting Department at 216-430-2200 or you can send an email to AR@reminger.com.