

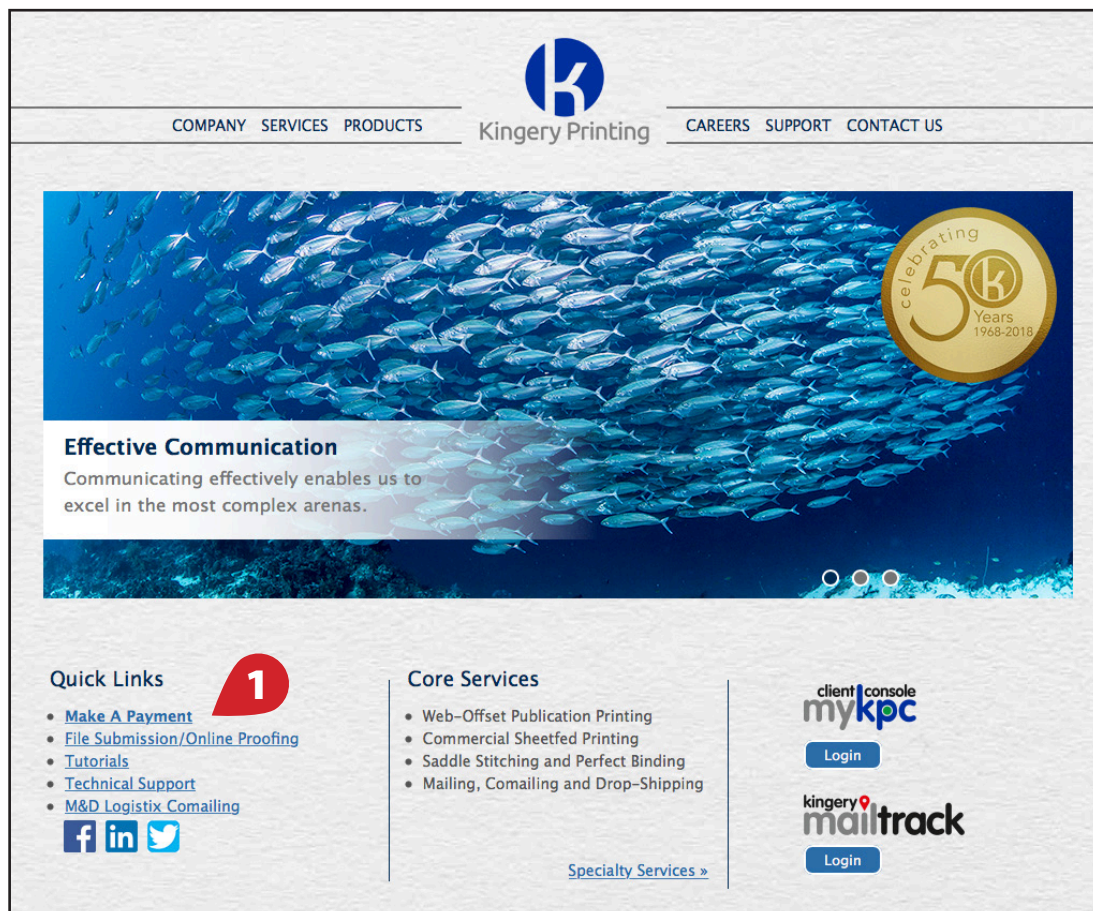
# Kingery Printing Online Bill Pay (OBP) Tutorial

Pay via ACH or Credit/Debit Card Online

**Kingery Printing** now offers its clients a way to pay their invoice online, through either an ACH (E-Check) transfer, Credit Card, or Debit Card transaction. This tutorial covers the necessary steps to create a user account and complete each type of transaction.


*Note: ACH and Debit Card transactions carry no surcharges or additional fees. All Credit Card transactions, however, will have a surcharge of 2.59% applied.*

## Creating an Account



1. Click on the “Make A Payment” (1) link under the “Quick Links” section of our home page, or go to: [www.kingeryprinting.com/make-payment](http://www.kingeryprinting.com/make-payment).

Online Bill Pay



## Make a Payment

Pay your bill quickly,  
easily and securely.





Online with Login

Pay With:  
E-Check (ACH) Fee: None

**echeck**

OR


Credit Card Fee: 2.5% Surcharge


[Pay Now](#) **2**

By Phone

Call Lana Cordes  
at  
1-800-743-5151 Ext.1663



2. Click on the “Pay Now” button **(2)**.



Kingery Printing

### My ePay Online Login **3**

If this is your first time accessing the online bill pay service, please click [here](#) to register today


Login ID

Password  [Forgot your password?](#)


[Login](#)

Contact: Lana Cordes (lanac@kingeryprinting.com)  
Or Call Help Desk: 800-743-5151

Copyright© 2001-2018 UTA. All Rights Reserved.  
Users of this site agree to be bound by the [Terms and Conditions](#) and [Privacy Policy](#).

Payments processed by 

3. If you are a first-time user, click on the word “[here](#)”**(3)** to create an account.



**Kingery Printing**

Logout

### Customer Registration

Login ID:	<input type="text"/>	*
Password:	<input type="password"/>	* ?
Confirm Password	<input type="password"/>	* ?
Complete Customer Name:	<input type="text"/>	
Doing Business as (DBA):	<input type="text"/>	
Address:	<input type="text"/>	
Zipcode:	<input type="text"/>	
City:	<input type="text"/>	
State:	Select One <span style="float: right;">↓</span>	
Contact Person:	<input type="text"/>	
Phone Number:	<input type="text"/>	
Fax Number:	<input type="text"/>	
Email:	<input type="text"/>	*
Send Email Confirmation:	No <span style="float: right;">↓</span>	
ACH Authorization:	Yes <span style="float: right;">↓</span>	
Payment Option(s):		
Store banking Information:	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Store credit card Information:	Yes <input type="radio"/> No <input checked="" type="radio"/> <a href="#">Load Billing Info</a>	

\* = Required fields

4. Fill out the form fields as necessary, and click “Submit”.



**Kingery Printing**

### My ePay Online Login


If this is your first time accessing the online bill pay service, please click [here](#) to register today

Login ID

Password  [Forgot your password?](#)

Contact: Lana Cordes (lanac@kingeryprinting.com)  
 Or Call Help Desk: 800-743-5151

Copyright© 2001-2018 UTA. All Rights Reserved.  
 Users of this site agree to be bound by the [Terms and Conditions](#) and [Privacy Policy](#).

Payments processed by 

5. Using the credentials you just submitted, login to your new account.



Kingery Printing

4

[Pay by ACH/Checking Account](#) | [Pay by Credit/Debit Card](#) | [Edit Profile](#) | [Logout](#)

### Edit Profile

Login ID:	<input type="text"/>	*
Password:	<input type="password"/>	* ?
Confirm Password	<input type="password"/>	* ?
Complete Customer Name:	<input type="text"/>	
Doing Business as (DBA):	<input type="text"/>	
Address:	<input type="text"/>	
Zipcode:	<input type="text"/>	
City:	<input type="text"/>	
State:	IL	
Contact Person:	<input type="text"/>	
Phone Number:	<input type="text"/>	
Fax Number:	<input type="text"/>	
Email:	<input type="text"/>	*
Send Email Confirmation:	Yes	
ACH Authorization:	Yes	
Payment Option(s):		
Store banking information:	Yes <input type="radio"/> No <input type="radio"/>	
Bank Routing #:	<input type="text"/>	*
Check Account #:	<input type="text"/>	*
Account type:	<input checked="" type="radio"/> Business <input type="radio"/> Personal	
Name on Bank:	<input type="text"/>	
<div><div>Checking Account</div><div><div>120002024</div><div>87884884</div><div>7884</div></div><div>Bank Routing Number</div><div>Check Account Number</div><div>Check Number</div></div>		
Store credit card information: Yes <input type="radio"/> No <input type="radio"/> Load Billing Info		
Card Holder Name:	<input type="text"/>	*
Billing Address:	<input type="text"/>	*
Billing Zip Code:	<input type="text"/>	*
Billing City:	<input type="text"/>	*
Billing State:	IL	*
CC Type:	Visa	*
Card Number:	<input type="text"/>	*
Exp:	12 / 2020	
CVV:	<input type="text"/>	*
<div><div>VISA</div><div>MasterCard</div><div>AMERICAN EXPRESS</div><div>DISCOVER</div></div>		

\* = Required fields

Submit

6. Once logged in, click “Edit Profile” (4), and complete the form. Once finished, click “Submit.” All information entered on this page is captured, so you will not need to enter it for every transaction.

# Make An ACH Payment

**Kingery Printing**

Pay by ACH/Checking Account | Pay by Credit/Debit Card | Edit Profile | Logout

**Multiple Payment Entry** Date:

Customer Name:

Login Id:  \*

Bank Routing #:  \*

Check Account #:  \*

Check Number:

Checking Account:  Check Number:

Bank Routing Number:  Check Account Number:

Check Type: ☐ Business ☐ Personal

Invoice #	Amount	Invoice #	Amount	Invoice #	Amount
1. <input type="text"/>	<input type="text"/>	6. <input type="text"/>	<input type="text"/>	11. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	7. <input type="text"/>	<input type="text"/>	12. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	8. <input type="text"/>	<input type="text"/>	13. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	9. <input type="text"/>	<input type="text"/>	14. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	10. <input type="text"/>	<input type="text"/>	15. <input type="text"/>	<input type="text"/>

**Totals**

No. of Invoices: **0**

Amount: **\$0.00**

Name on Check:

Send Confirmation Email To:

Memo:

☐ Save this banking information for my next online payment.

**Submit** \* = Required fields

Contact: Lana Cordes (lanac@kingeryprinting.com)  
Or Call Help Desk: 800-743-5151

Copyright© 2001-2018 UTA. All Rights Reserved.  
Users of this site agree to be bound by the [Terms and Conditions](#) and [Privacy Policy](#).

Payments processed by **UTA**

7. To make an ACH (E-Check) transfer, click the menu link (5). The customer information fields will be populated with stored information pulled from your user profile. You may enter multiple invoice numbers and amounts per transaction. The total number of invoices and the total of all entered amounts will be listed in the bottom right corner under “Totals.” To complete the transaction, click the “Submit” button.

*Note: ACH transactions incur no surcharges or additional fees.*



# Make A Credit/Debit Card Payment

**Kingery Printing**

Pay by ACH/Checking Account | **Pay by Credit/Debit Card** | Edit Profile | Logout

**Multiple Payment Entry** Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Customer # \_\_\_\_\_ \*

Address \_\_\_\_\_ \*

Zip Code \_\_\_\_\_ \*

City \_\_\_\_\_ \*

State **IL** \*

Name on Card \_\_\_\_\_ \*

CC Type **Visa** \*

Card Number \_\_\_\_\_ \*

Exp **12** / **2018** \*

CVV \_\_\_\_\_ \*

Transaction Total: **0.00**

Surcharge (2.5%): **0.00**

Invoices **15**

Invoice #	Amount	Invoice #	Amount	Invoice #	Amount
1.		6.		11.	
2.		7.		12.	
3.		8.		13.	
4.		9.		14.	
5.		10.		15.	

**Totals**  
No. of Invoices: **1**  
Amount: **\$0.00**

Memo \_\_\_\_\_

Send Confirmation Email To \_\_\_\_\_

☐ Save this Credit Card Information for my next online payment.

**Submit**

\* = Required fields

Contact: Lana Cordes (lanac@kingeryprinting.com)  
Or Call Help Desk: 800-743-5151


Copyright© 2001-2018 UTA. All Rights Reserved.  
Users of this site agree to be bound by the [Terms and Conditions](#) and [Privacy Policy](#).

Payments processed by **UTA**

8. To make a payment with a credit or debit card, click the menu link (6). The customer information fields will be populated with stored information pulled from your user profile. You may enter multiple invoice numbers and amounts per transaction. The total number of invoices and the total of all entered amounts will be listed in the bottom right corner under “Totals.” If using a credit card, you **MUST** enter a value in the “Transaction Total” field, or the system will not allow you to submit your payment (does not apply to debit cards). To complete the transaction, click the “Submit” button.

*Note: All credit card transactions receive a 2.59% surcharge, but debit card transactions incur no surcharges or additional fees.*

# Check Out

  
**Kingery Printing**

[Pay by ACH/Checking Account](#) | [Pay by Credit/Debit Card](#) | [Edit Profile](#) | [Logout](#)

Please verify your information to ensure accuracy and click confirm to finalize your transaction.

### Multiple Payment Entry

Customer Name: Stacks of Doe

Customer #	JohnD
Address	1313 Mockingbird Lane
Zip Code	12345
City	Anytown
State	IL
Name on Card	John Doe
CC Type	VISA
Card Number	*****7103
Exp	12 - 2020
CVV	***

Invoices

Invoice #	Amount	Invoice #	Amount	Invoice #	Amount
1. 123456789	\$1.00	6. -----		11. -----	
2. -----		7. -----		12. -----	
3. -----		8. -----		13. -----	
4. -----		9. -----		14. -----	
5. -----		10. -----		15. -----	

**Totals**  
No. of Invoices: 1  
Amount: **\$1.00**

Memo

Send Confirmation Email To: jdoe@email.com

Transaction Total	\$1.00
Surcharge (2.50%)	\$0.03
Gran Total	\$1.03

Upload File  no file selected

Terms and Conditions: By electronically transmitting this transaction, I agree to the terms and conditions the credit card issuer requires for credit card charges. I also authorize KINGERY PRINTING COMPANY to charge the credit card indicated in this web form, for \$1.03 on today's date. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated in this web form.

Edit

Confirm

7

[Click here to cancel this transaction](#)

9. Review the details of your transaction. To edit the information, click “Edit”, to submit the transaction, click “Confirm”, or click on the text link below to cancel the transaction (7).

To download additional copies of this tutorial and other educational materials, visit our website:  
[www.kingeryprinting.com/support](http://www.kingeryprinting.com/support).



Kingery Printing

***Helping Our Clients Reach Their Clients***