

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

The screenshot shows the Kingery Printing website home page. At the top, there is a navigation bar with the Kingery Printing logo and links for COMPANY, SERVICES, PRODUCTS, CAREERS, SUPPORT, and CONTACT US. Below the navigation bar is a large banner image featuring a school of fish swimming in blue water. A gold circular badge on the right side of the banner reads "celebrating 50 Years 1968-2018". Below the banner is a section titled "Effective Communication" with the text "Communicating effectively enables us to excel in the most complex arenas." Below this section are three columns of content. The first column is titled "Quick Links" and includes a red circle with the number "1" next to the "Make A Payment" link, along with other links like "File Submission/Online Proofing", "Tutorials", "Technical Support", and "M&D Logistix Comailing". The second column is titled "Core Services" and lists "Web-Offset Publication Printing", "Commercial Sheetfed Printing", "Saddle Stitching and Perfect Binding", and "Mailing, Comailing and Drop-Shipping". The third column contains the "client console mykpc" and "kingery mailtrack" logos, each with a "Login" button. At the bottom of the page, there is a link for "Specialty Services »".

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.

Online Bill Pay



Make a Payment

Pay your bill quickly,
easily and securely.

Online with Login

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



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

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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	↓
Contact Person:	<input type="text"/>	
Phone Number:	<input type="text"/>	
Fax Number:	<input type="text"/>	
Email:	<input type="text"/>	*
Send Email Confirmation:	No	↓
ACH Authorization:	Yes	↓
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"/> Load Billing Info	

* = 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?](#)

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



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[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"/>	
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"/>	*

* = 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		*	

Check Type: Business Personal

	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: **0**

Amount: **\$0.00**

Name on Check: _____

Send Confirmation Email To: _____

Memo: _____

Save this banking information for my next online payment.

Submit * = Required fields

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Payments processed by

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

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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	<input type="button" value="Choose 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.



[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.



Kingery Printing

Helping Our Clients Reach Their Clients