

# ONLINE PAYMENT PORTAL GUIDELINE

Follow these easy steps to get set up on our secure online payment portal.

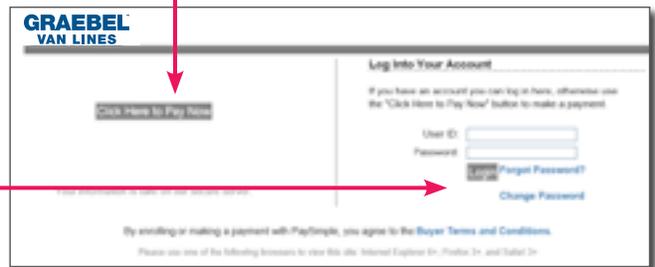
Go to our company website – [www.graebelmoving.com](http://www.graebelmoving.com), scroll to the bottom, and click the "MAKE A PAYMENT" link.



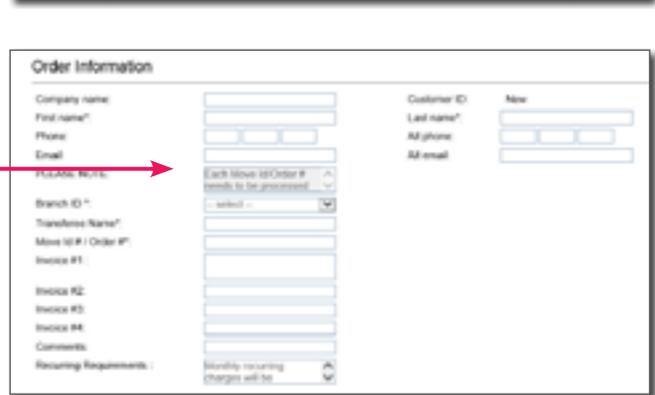
Once you're on the next landing page, click the "PAY SIMPLE PAYMENTS PORTAL" link.



Next, click the "Click Here to Pay Now" button to enter the payment portal.



Returning customers who have stored their credit card/customer information will enter their User ID and Password.

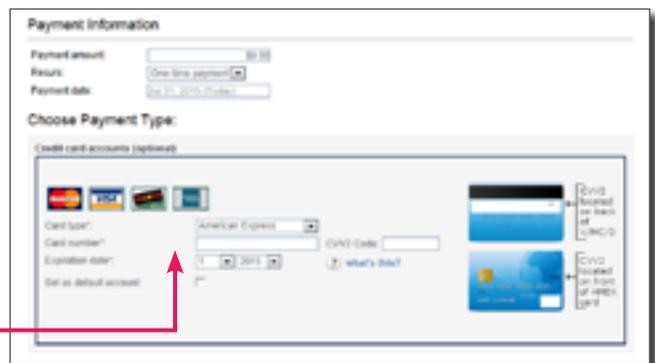


Once you are in the payment portal, please complete all of the fields in the Order Information portion of the Payment Form to ensure your payment is applied to the correct account.

**COD Customers:** Your Customer Service Coordinator will provide you with the following information to help you make your online credit card payment:

- MOVE ID #/ORDER #
- Transferee Name
- Branch ID

At this point, you'll be given the option to enter a one-time payment, selecting one of the credit cards accepted. This information is stored on the secured site, and we are only shown the last 4 digits of the card being used.



## Recurring Payment Options

Ongoing Monthly /Quarterly Storage must be set up as follows:

Payment amount*	<input type="text" value="\$250.00"/>	1. Your monthly storage charge
Payment type:	<input type="text" value="Recurring billing"/>	2. Recurring billing
Billing frequency*:	<input type="text" value="Specific day of month"/>	3. Specific day of month
	<input type="text" value="5"/>	4. Monthly billing will be on the 5 <sup>th</sup> day of the month, and Quarterly will be on the 10 <sup>th</sup>
Start*:	<input type="text" value="Aug 05, 2015"/>	5. Starting the 5 <sup>th</sup> of the first full month
End*:	<input checked="" type="radio"/> No end date	6. Select "No end date" unless you know the date you will be removing your items from storage
	<input type="radio"/> <input type="text"/>	
<input checked="" type="checkbox"/> Custom first payment <a href="#">? what's this?</a>		7. Custom First Payment
1st payment:	<input type="text" value="\$30.00"/>	8. Amount owed until the first recurring payment is processed
Payment date:	<input type="text" value="Jul 31, 2015"/>	9. Date you enter into storage

You have the option to create an account if you would like your payment information stored in our secure system. This means when you return to make your next payment, you won't have to input all the data again.

**Create Account**

Make repeat transactions fast and easy, enter a user ID and password to create an account and save your information in our secure system.

User ID:

Password:

No enter password

Check the "I accept the terms and conditions" before hitting "Submit Payment." Once the payment has been processed, you will receive either a payment receipt or an email with a confirmation notification.

**Terms and Conditions**

I authorize the company named on this web form to debit the bank account or credit card indicated in this web form, for the stated amount on today's date. This payment is for the goods and services noted on the web payment form. I understand that returns, refunds, and cancellations are not permitted, however exceptions may be made on a case-by-case basis. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted transaction date. In the case of an...

I accept the terms and conditions

Great Move.™

