

THIBAUT

EBILL STEP-BY-STEP GUIDE

Introducing Ebill, Thibaut's new electronic payment portal. Enjoy all the perks of online billing for your business. Pay bills, review Ebill payment history and export invoices in one click with a seamless, easy to use site. Follow a few simple steps below to sign on and get started today.

Please note, you must have an open and unpaid invoice to register.

STEP 1

PAYMENT LOGIN

THIBAUT

Home Contact Us

LOGIN GUEST PAYMENT

Welcome to the Thibaut Payment Site

Login ID

Password

Forgot your Login ID? Password Help?

Login

Don't have a Login ID?

Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

Enroll

Clicking the link thibautdesign.com/billpay, will open the screen above.

There are two options to make a payment: as a guest (steps 2-6) or enroll and create a login (steps 7-15). To continue as a guest, click on the "Guest Payment" link and you will see the screen below.

If you currently have an unpaid invoice, you will be taken to the next screen. If you do not have an unpaid invoice, you will not advance to the next screen.

STEP 2

GUEST PAYMENT SET UP

THIBAUT

Home Contact Us

LOGIN GUEST PAYMENT

Welcome to the Thibaut Payment Site

Account Number

Zip Code

Guest Payment

Continue as a Guest

Make a one-time payment or enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

Enroll

After clicking on "Guest Payment", enter your Thibaut customer number in the Account Number field and your billing zip code in the zip code field.

STEP 3

CUSTOMER DASHBOARD

THIBAUT

Home Pay My Bills

Home

Customer Number

Customer Number 131884

11 Bills
View all items

Amount Due
\$6,465.16

Payment Amount

\$ 6,465.16

Payment Method Add A Payment Method

Pay Date 6/01/2021

MESSAGES View

Payments may not be reflected in 24-48 Hours, and invoice may remain open.

Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

Enroll Today

After entering your customer number and zip code, you will see the screen above which shows the outstanding balance on your account and number of unpaid invoices. To view all bills, select "View All Items".

STEP 4

PAY BILLS

The screenshot displays the 'THIBAUT' 'Pay My Bills' interface. At the top, there are navigation links for 'Home' and 'Pay My Bills', along with an 'Exit' button. The main header includes 'Pay My Bills', a 'Due Date' dropdown, a search icon, and an 'Advanced Search' link. Below this, there are tabs for 'UNPAID' and 'HISTORY', with an 'Export' button. The main content area is a table of bills. The first two bills are selected with checkmarks. The 'PAYMENT SUMMARY' box on the right shows '2 Bills' and a total amount of '\$979.91'. A 'MESSAGES' box at the top right contains a notice: 'Payments may not be reflected in 24-48 Hours, and Invoice may remain open'. At the bottom right, there are 'Cancel' and 'Continue to Payment' buttons.

Invoice Date	Due Date	Invoice Number	Amount Due	Payment Amount
3/19/2021	4/18/2021	IA0000335001	616.04	616.04
3/26/2021	4/25/2021	IA0000340757	363.87	363.87
3/31/2021	4/30/2021	IA0000342534	2,298.60	2,298.60
5/10/2021	6/09/2021	IA0000368466	585.39	585.39
5/10/2021	6/09/2021	IA0000368465	346.64	346.64

After clicking on “View all Items”, you will see the screen above. By clicking on the checkmarks, you are selecting those items for payment. Once the checkmark box is selected, the amount in the Payment Summary box is updated.

To see a copy of the invoice, click on the search button to the right of the payment amount. This will open a .PDF of the invoice.

After clicking on which invoices you want to pay, add a payment method.



You can click as many open invoices as you want to pay. Invoices can only be paid in full, no partial payments are allowed.



STEP 5






ADDING PAYMENT METHOD

After clicking on “Add a Payment Method”, you will have two options: to enter bank account information, or to enter credit card information. The credit card information screen is shown below. Enter your credit card information in each field.

Check the “Agree and Add Account” checkbox and if you prefer, check the “Remember Me” checkbox, then click “Add”. Alternatively, bank account information can be added to make a payment via electronic check.

 **BANK ACCOUNT** 


 **CREDIT OR DEBIT CARD** 

Full Name on Card <input type="text"/>	Country <input type="text" value="United States"/>	City <input type="text"/>
Card Number     <input type="text"/>	Address <input type="text"/>	State <input type="text" value="Select State"/>
Expiration Date <input type="text" value="MM/YY"/>	Security Code  <input type="text" value="(3 or 4 digits)"/>	Address 2 <input type="text" value="(optional)"/>
		Zip Code <input type="text"/>

By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

Agree and Add Account

Remember Me



STEP 6

VERIFY PAYMENT

After adding a payment method, you will see the “Verify Payment” screen below. Add your email and phone number. Click on the “Terms and Conditions” check box and then click on “Make Payment”. Your payment will be processed, and you will receive an email confirmation of your payment.

THIBAUT Home Pay My Bills

Verify Payment

PAYMENT SUMMARY 3 Bills \$923.45

Payment Method: Add A Payment Method
MasterCard ****4128

Security Code: *** Payment Date: 6/02/2021

Payments confirmed before Wednesday, June 02, 2021 5:00 PM ET will be posted on Thursday, June 03, 2021. Payments confirmed after Wednesday, June 02, 2021 5:00 PM ET will be posted on Friday, June 04, 2021.

Terms and Conditions

These terms and conditions are designed to provide you information on the services we provide and outline important conditions that apply to your using this service. TDBank and various third party vendors provide the internet bill presentation and payment service. It is subject to the consumer banking regulatory protections described in Regulation E of the Electronic Fund Transfers Act. When you open your account with us, or any third party vendor acting on our behalf, you, and any person you authorize to perform functions on your account, agree to these terms and conditions.

1. Erroneous Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.
2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers which exceed account limits. You are responsible for obtaining your bank to determine what limitations apply.

Print Terms and Conditions

Name: Wallpaper & Stuff

Update Customer and Address Information

By checking this box you agree to the terms and conditions stated above.

By clicking the Pay button I, **Wallpaper & Stuff**, confirm that today, Wednesday June 02, 2021, I am authorizing a one-time debit from my MasterCard account ending in ******** in the amount of \$923.45 USD to be remitted to Thibaut Inc. This debit will occur on or after Thursday June 03, 2021.

Payments confirmed before Wednesday, June 02, 2021 5:00 PM ET will be posted on Thursday, June 03, 2021. Payments confirmed after Wednesday, June 02, 2021 5:00 PM ET will be posted on Friday, June 04, 2021.

If you have any questions regarding this transaction request, please call 975-643-1118.

Make Payment Cancel

PAYMENT DETAILS

Invoice Date	Due Date	Invoice Number	Amount Due	Payment Amount
CUSTOMER NUMBER (11/11/11)				
✓ 2/01/2021	3/03/2021	1A0000314386	252.55	252.55
Thibaut Order Number	5A00261701			
Customer Purchase Order	1376			
Invoice Amount	252.55000000			
✓ 2/04/2021	3/06/2021	1A0000315797	633.71	633.71
Thibaut Order Number	5A00262466			
Customer Purchase Order	1378			
Invoice Amount	633.71000000			

**Steps 2-6 describe how to make a payment as a guest.
Steps 7-15 are how to enroll and make a permanent login.**

STEP 7

ENROLL AND MAKE PERMANENT LOGIN

To Enroll and create a permanent login, visit thibautdesign.com/billpay to see the screen below. Click on the “Enroll” button.

THIBAUT

Home Contact Us

LOGIN GUEST PAYMENT

Welcome to the Thibaut Payment Site

Login ID

Password

Forgot your Login ID? Password Help?

Login

Don't have a Login ID?

Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

Enroll

After clicking on “Enroll”, enter your Thibaut customer number in the Account Number field and enter your billing zip code in the zip code field. **If you currently have an unpaid invoice, you will be taken to the next screen. If you do not have an unpaid invoice, you will not advance to the next screen.**

THIBAUT

Home Contact Us

Account Setup

To verify your identity, we need your Account Number and Zip Code

Account Number

Zip Code

Validate

STEP 8

SETTING UP YOUR PROFILE

Create your profile by populating any fields that were not automatically populated.

The screenshot displays the 'Account Setup' page for Thibaut. The page has a header with the Thibaut logo and navigation links for 'Home' and 'Contact Us'. Below the header, there are four tabs: 'PROFILE', 'LOGIN & PASSWORD', 'TERMS OF SERVICE', and 'PAYMENT ACCOUNTS'. The 'PROFILE' tab is selected. The form is divided into two main sections: 'Name' and 'Billing Address' on the left, and 'Contact Info' on the right. The 'Name' section includes a text input field for 'Name' with the placeholder 'Whisper & Stuff'. The 'Billing Address' section includes a 'Country' dropdown menu set to 'United States', an 'Address' text input field with the placeholder '1234 Concord Rd Ste 3', an 'Address 2' text input field with the placeholder '(optional)', a 'City' text input field with the placeholder 'Smyrna', a 'State' dropdown menu set to 'Ga - Georgia', and a 'ZIP Code' text input field with the placeholder '30080'. The 'Contact Info' section includes a 'Phone' text input field with a 'Mobile' dropdown menu, a link to 'Add Another Telephone Number', an 'email' text input field, and a link to 'Add Another Email Address'. Red arrows point to the 'Mobile' dropdown menu, the 'Add Another Telephone Number' link, and the 'email' text input field.

THIBAUT Home Contact Us

Account Setup

[PROFILE](#) [LOGIN & PASSWORD](#) [TERMS OF SERVICE](#) [PAYMENT ACCOUNTS](#)

Name

Name

Billing Address

Country

Address

Address 2

City State

ZIP Code

Contact Info

Phone

[Add Another Telephone Number](#)

email

[Add Another Email Address](#)

STEP 9

ACCOUNT SET UP (Continued)

Create your login information as shown below.

THIBAUT Home Contact Us

Account Setup

✓ PROFILE **LOGIN & PASSWORD** TERMS OF SERVICE PAYMENT ACCOUNTS

Create an Account

Login ID

Password

Passwords must have at least 8 characters and have at least 3 of the following:

- 1 or more numbers
- 1 or more uppercase characters
- 1 or more lowercase characters













Passwords cannot include:

- the last 3 passwords
- your name
- your Login ID

Re-enter password, just to be sure

Choose a Security Image and give it a label

You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us.



Give your image a label

Choose Your Security Questions

We'll use these questions to help verify your identity if you forget your login credentials. Make sure you give answers that you can easily remember.

Question 1 <input type="text" value="What is your grandmother's maiden name on your father's side?"/>	Answer 1 <input type="text"/>
Question 2 <input type="text" value="What is your grandmother's maiden name on your mother's side?"/>	Answer 2 <input type="text"/>

STEP 10

AGREE TO TERMS & CONDITIONS

Check the terms and conditions check box and click on Continue to Payment Accounts.

The screenshot shows the 'Account Setup' page for Thibaut. The navigation bar includes 'HOME' and 'CONTACT US'. The main navigation has four tabs: 'PROFILE', 'LOGIN & PASSWORD', 'TERMS OF SERVICE' (which is active), and 'PAYMENT ACCOUNTS'. Below the navigation is a 'Terms of Service' section with a link to 'Print Terms of Service'. The main content area contains an 'ELECTRONIC RECORDS DISCLOSURE AND AGREEMENT' box with the following text: 'Welcome to Thibaut's Payment Portal Service (the "Service"). As part of the enrollment process and in order to use the Service, you must agree to the terms and conditions governing the use of the Service (referred to as the "Terms of Service"). You must also agree to receive a copy of the Terms of Service and other "Materials" (as defined below) in electronic form only, instead of receiving paper copies. We will need your consent to provide you with these Materials electronically. Therefore, please review the terms of this Electronic Records Disclosure and Agreement (the "Agreement") prior to giving your consent. PLEASE ALSO PRINT AND RETAIN A COPY OF THIS AGREEMENT FOR YOUR RECORDS.' Below this is a section titled 'Materials You Will Receive Electronically' which states: 'By providing your consent under this Agreement, you agree that we will provide you with the following documents and information (the "Materials") solely in electronic form: All notices, disclosures, documents and other information that we are required by applicable law to provide or make available to you in writing ("Required Legal Information") about the Service, any methods of payment available through the Service or any payment error.' At the bottom of the agreement box is a checkbox with the text: 'By clicking this box, you are enrolling in this service and have read and agree to the Terms of Service for this site.' A red arrow points to this checkbox. At the bottom right of the page are two buttons: 'Go Back' and 'Continue To Payment Accounts'. A red arrow points to the 'Continue To Payment Accounts' button.

STEP 11

ADD BANK ACCOUNT

Add bank account information, or credit card information as desired. These accounts will be saved for future use. When finished entering payment methods, click on "Finish Enrollment".

THIBAUT

[Home](#) [Contact Us](#)

Account Setup

[✓ PROFILE](#) [✓ LOGIN & PASSWORD](#) [✓ TERMS OF SERVICE](#) **[PAYMENT ACCOUNTS](#)**

Add A Payment Method

You may select a default payment method now. After enrollment you can manage your payment methods.

 BANK ACCOUNT	▶
 CREDIT OR DEBIT CARD	▶
 ADD LATER	▶

[Go Back](#) [Finish Enrollment](#)

STEP 12

FINISH ENROLLMENT

After clicking “Finish Enrollment”, you will see the following screen. After clicking on the verification link in the email, return to the screen below and click on “Account Login” to access your account.

THIBAUT

[Home](#) [Contact Us](#)

Your Account is Set Up!

Activate Your Account

We've sent an activation link to deborah.margolies@thibautdesign.com. Click the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or "Junk" folders.

After activating your account, click here to login

[Account Login](#)

Resend Activation Email

Didn't get our email? We can resend it to the Email on file or an alternate address.

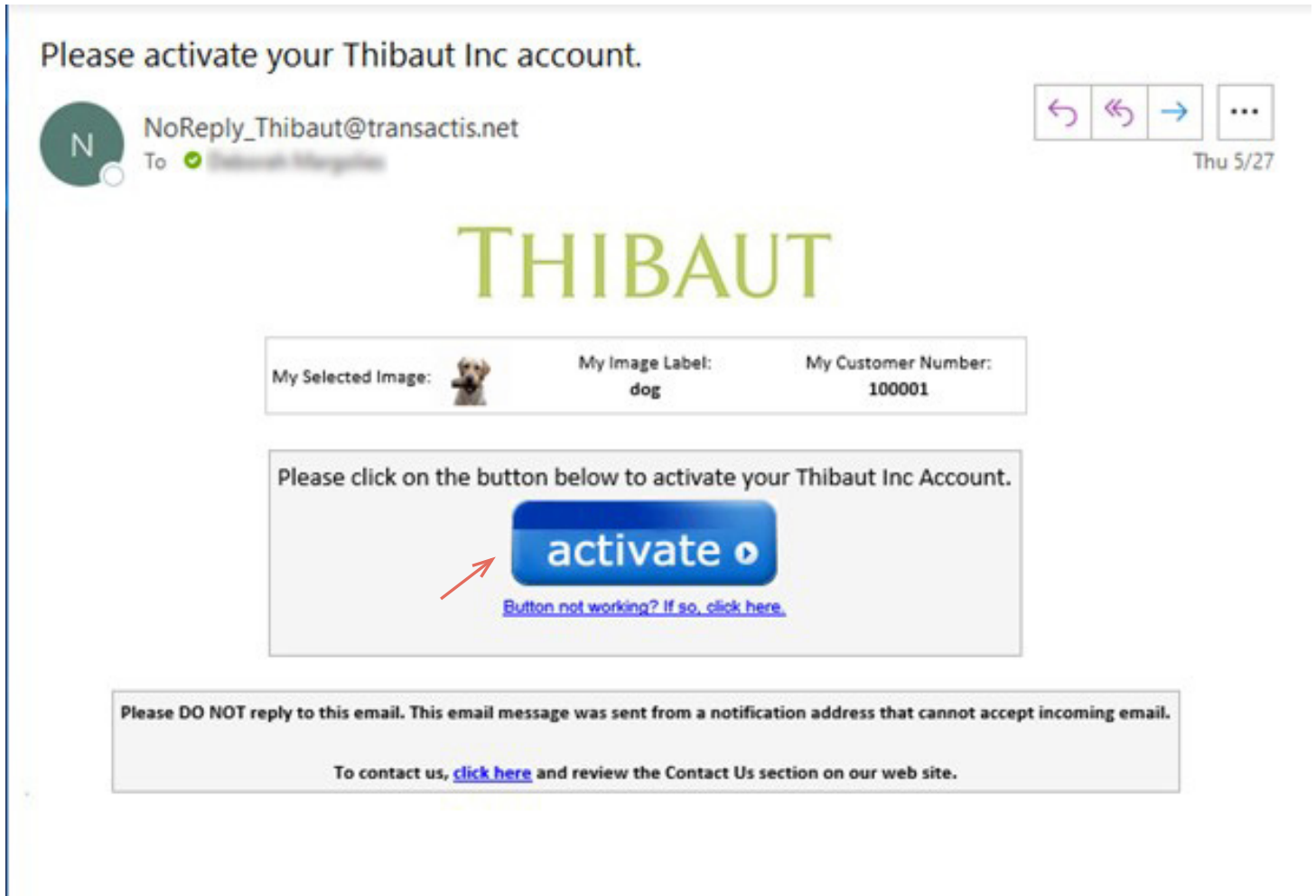
Send Email to another Email Address

Alternate Address

STEP 13

ACTIVATE YOUR ACCOUNT

After you click on “Finish Enrollment”, you will receive an email as shown below. Click the “Activate” button and return to the screen shown in Step 12 and access your account.



STEP 14

Upon clicking the Activate button in the verification email, you will see the message below.

THIBAUT

Your Thibaut Inc account has been activated!

Your Thibaut Inc account has been activated!

To log in to your account, click [here](#).

Continue

STEP 15

After entering your account, you can make payments as described in steps 3 through 6.