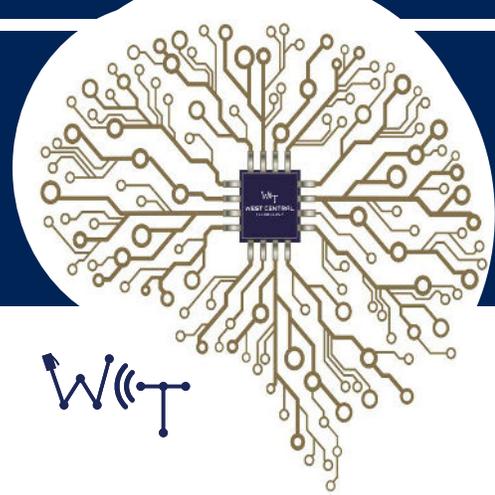


Welcome

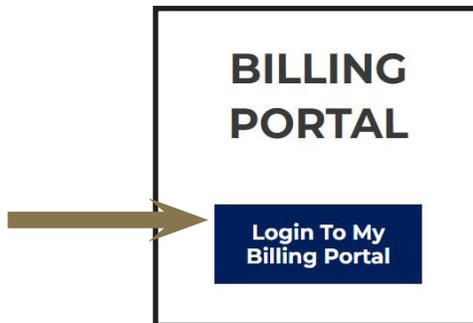
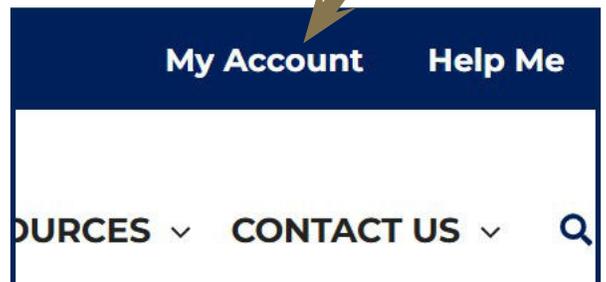


Welcome to West Central Technology!

This guide will walk you through how to access, navigate, and use the Billing Portal to view invoices, make payments, and configure autopay.

Accessing the Billing Portal

- 1| Open your web browser and go to www.westcentraltechnology.com
- 2| In the upper right corner, click [My Account](#).
- 3| On the Account page, scroll down and select [Login to My Billing Portal](#).



Logging In

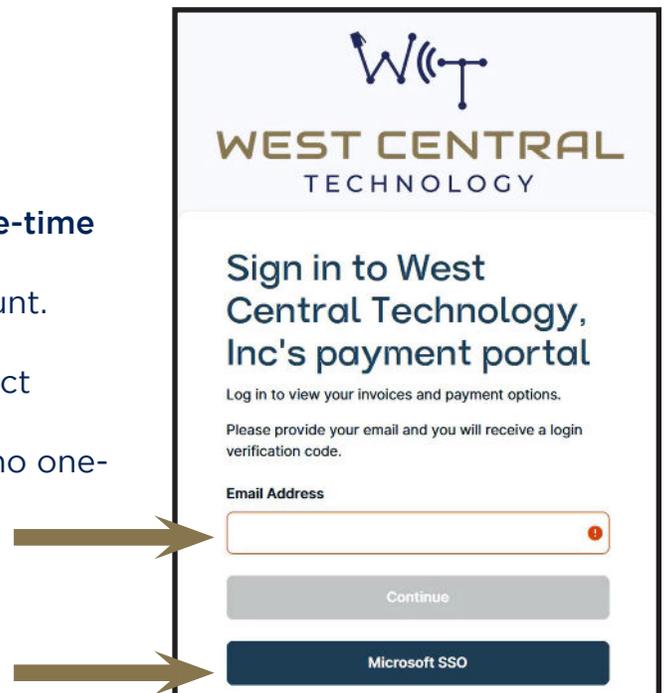
You have two options for logging in:

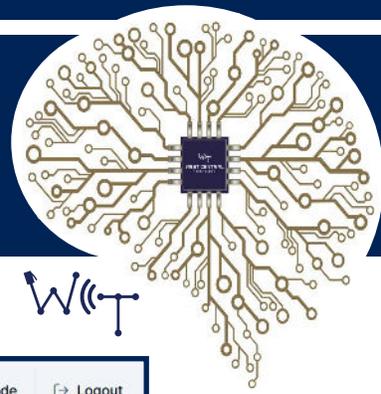
1| Email Login

- Enter your email address.
- Check your inbox for a **six-digit one-time password (OTP)**.
- Enter the OTP to access your account.

2| Microsoft Single Sign-On (SSO)

- If you are a Microsoft 365 user, select Microsoft Single Sign-On.
- You'll be logged in automatically—no one-time password required.





West Central Technology Invoices Settings Demo-Company demo@onboarding.wctdemo.com Color Mode Logout

Demo-Company
Welcome to West Central Technology's Payment Portal.
We're here to make payments easy and secure. If you need assistance, the WCT team is ready to help.
Phone: (320) 441-7050
Email: billing@wcthelp.com

Account Summary

UNPAID BALANCE \$32.36	UNPAID INVOICES 1	UPCOMING AUTOPAY AutoPay pending setup Click here to configure
----------------------------------	-----------------------------	---

Invoices Payments

All Past Due New Processing Paid AutoPay

Search... Download

Showing 1-1 of 1

<input type="checkbox"/>	DUE DATE	INV#	BILL TO COMPANY	AMOUNT	STATUS	BALANCE	
<input type="checkbox"/>	10/18/25	51204-AGR	Demo-Company	\$32.36	New	\$32.36	Pay >

Showing 1-1 of 1

Navigating the Invoices Homepage

After logging in, you'll land on the **Invoices Homepage**, where you can:

- View **unpaid balances and unpaid invoices**
- See **autopay configuration** details
- Access **all invoices and past payments**

Viewing Invoices

- Scroll down to the **Invoices** section.
- By default, only **unpaid invoices** are shown.
- Adjust filters as needed to view **paid or all invoices**.

Click an invoice to:

- View detailed information
- **Download a PDF** copy
- **Make a payment**

West Central Technology Invoices > 51204-AGR Demo-Company demo@onboarding.wctdemo.com Color Mode Logout

West Central Technology, Inc
(320) 441-7050
307 5th St SW, Willmar 56201-7200

Invoice #51204-AGR Due Date Oct 18, 2025

Download

Bill To: **Jane Smith**
Demo-Company
307 5th St SW
Ste 1
Willmar, MN 56201

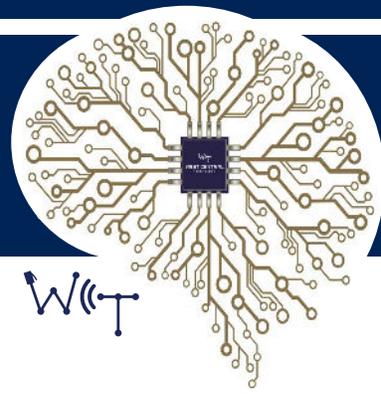
Amount Due \$32.36 USD

Invoice Items + Show Line Items

Choose a Payment Method
Amount Due \$32.36 USD

Credit Card
Pay with a credit card
Continue

ACH
Pay with an ACH bank transfer
Continue



Making a Payment

When paying an invoice, you can choose one of two payment methods:

- 1| **Credit Card** – Includes a surcharge.
- 2| **Bank Account (ACH)** – No credit card fee.

Adding a Payment Method

- The first time you pay, you'll need to **add a payment method**.
 - You can choose to:
 - **Save** the payment method for future use.
 - **Enable Autopay** for recurring payments.

Credit Card
Pay with a credit card
Continue

ACH
Pay with an ACH bank transfer
Continue

Bulk Payments

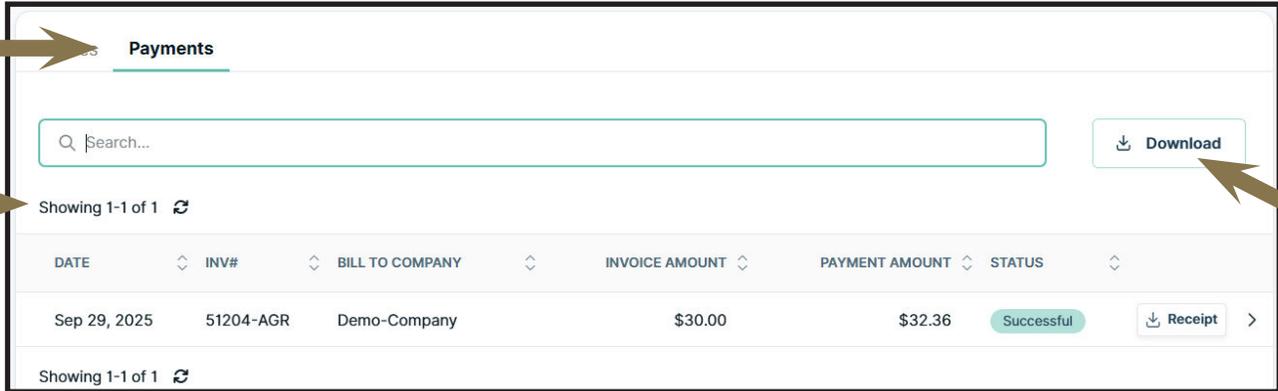
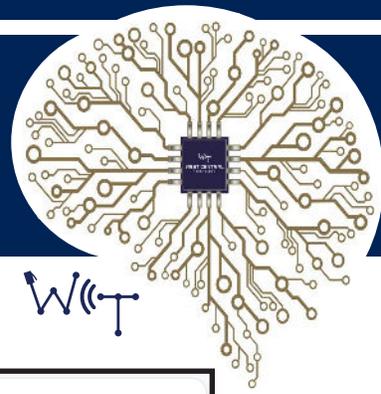
To pay multiple invoices at once:

- 1| Return to the **Invoices List**.
- 2| Check the boxes next to the invoices you want to pay.
- 3| Click **Bulk Pay**.
- 4| Choose a payment method and complete the transaction.

Showing 1-1 of 1

<input type="checkbox"/>	DUE DATE ^	INV#
<input checked="" type="checkbox"/>	10/18/25	51204-AGR

Deselect

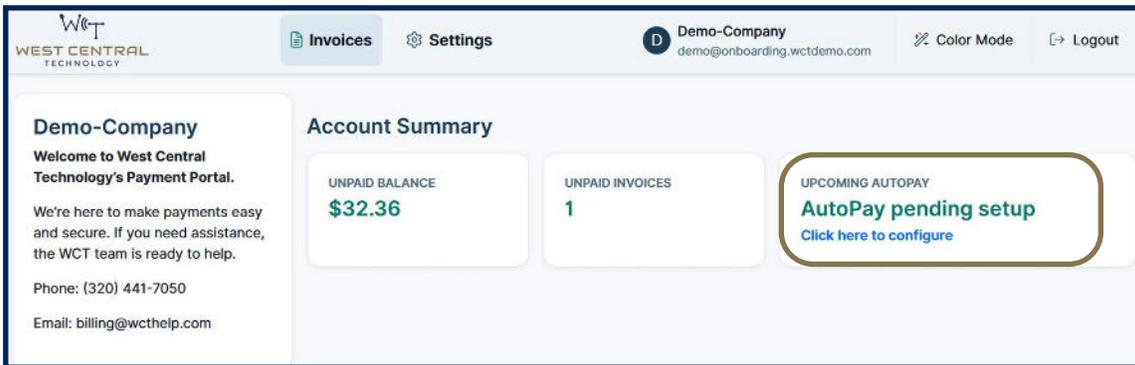


Viewing Past Payments

1| Click on the **Payments** tab.

2| Here, you can:

- Review all payments made through the portal.
- **Download receipts** for your records.



Setting Up Autopay

1| On the **Billing Home** screen, locate the **Upcoming Autopay** section.

2| Click **Configure** to select or add a payment method.

3| Once your payment method is added, **contact the West Central Technology Billing Department** to discuss which invoices you'd like set up for autopay.

We offer flexible options for autopay to meet your specific needs.

After setup, you'll see your **upcoming autopay amounts and invoices** displayed on the dashboard.



Need Additional Help?

If you have any questions or need assistance, please contact the West Central Technology Billing Department **billing@wcthelp.com** or by calling **(320) 441-7050** — we're happy to help.