

NATPAY

Online Invoicing Quick-Start Guide

This guide provides you with the basic quick-start information needed to log in and access your invoices online by following the simple steps outlined below. With our online invoice system you can monitor account activity anytime, and be on your way with click-to-pay capabilities. PLEASE NOTE: If you would prefer to mail in your payments please contact NatPay to let us know. You may contact us online at www.natpay.com, or call us at 813-222-0333.

Getting Started

1. Point your internet browser to the following url:

<http://doculivery.com/npcinvoicing>

2. Enter your initial User ID. **1**

Your initial USER ID is:

your NatPay account number

3. Enter your initial Password. **2**

Your initial PASSWORD is:

password

4. Click the Log In button. **3**

5. Once logged in, the system will prompt you to change your password.

7. After changing your password, you will see the main screen which is organized by tabs. Click on the Invoices tab **4** to see a list of all invoices. To see the entire invoice for a particular date click on the view icon in the Click To View column on the left side of the screen. **5**

8. When you are viewing a particular invoice, you may click on the Click-To-Pay button to pay the invoice online.

Setting Up Notification Options

1. Click on the Invoices tab **4**. On the right side of the screen, select the appropriate bar **6** to setup email or text message notifications.

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

User ID help information will appear here when you visit the url noted in step one.

User ID:

Password help information will appear here when you visit the url noted in step one.

Password:

4 Invoices
Payment Summary
Messages
Manage Your Account
Help

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6 Add Email Delivery Option

5 CLICK TO VIEW	INVOICE DATE	INVOICE NUMBER	INVOICE TOTAL
	8/31/2011	6277	\$47.45
	7/31/2011	6111	\$51.85
	6/30/2011	5947	\$52.65
	5/31/2011	5784	\$44.65
	4/30/2011	5629	\$36.65
	3/31/2011	5470	\$55.95
	2/28/2011	5319	\$39.95
	1/31/2011	5163	\$50.25
	1/4/2011	5011	\$46.95
	11/30/2010	4861	\$36.65
	11/4/2010	4714	\$46.95
	10/6/2010	4559	\$41.25
	9/9/2010	4411	\$50.45
	8/3/2010	4266	\$37.45
	7/9/2010	4121	\$46.35
	6/4/2010	3979	\$43.05
	5/4/2010	3841	\$50.65
	4/7/2010	3704	\$51.97
	3/8/2010	3568	\$15.20
	2/8/2010	3439	\$22.32
	01/06/2010	3312	\$33.36
	12/08/2009	3190	\$16.24
	11/6/2009	3072	\$46.96
	10/08/2009	2946	\$50.00
	9/2/2009	2830	\$17.92

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Add Another Email Notification

Add Text Message Notifications