

# My Payment

**NEW! Display, print and pay your bills online with CLS!**

<https://mypayment.cls.fr>

*Manage your bills online.  
Completely secure!  
Quick and easy!*



*Already registered ?  
Turn this page over...*

## Register with MyPayment:

You will need to register the first time you visit our website.

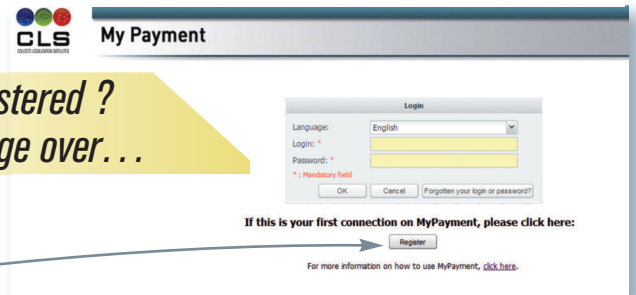
Attention! Before you can enter your personal information, you must agree to our terms and conditions by clicking in the checkbox ☒ I agree , then clicking on the button  at the bottom of the page.

Once you have accepted our terms, you can create your account by entering your personal details.

Once your account has been created, a confirmation email will be sent to your email address. To complete the registration process, you must click on the link included in the email, **then return to the homepage and logon.**

**Warning:** For confidentiality reasons, only one account (login/password) is allowed. If you did forget your password, don't try to create another account, please contact us !

In order to receive/view your unpaid invoices, you must enter the billing address the first time you connect to the site. You also can add, at any time, new billing addresses. Once these addresses are added, you can pay the invoices which correspond to it.



**My Payment**

Language: English

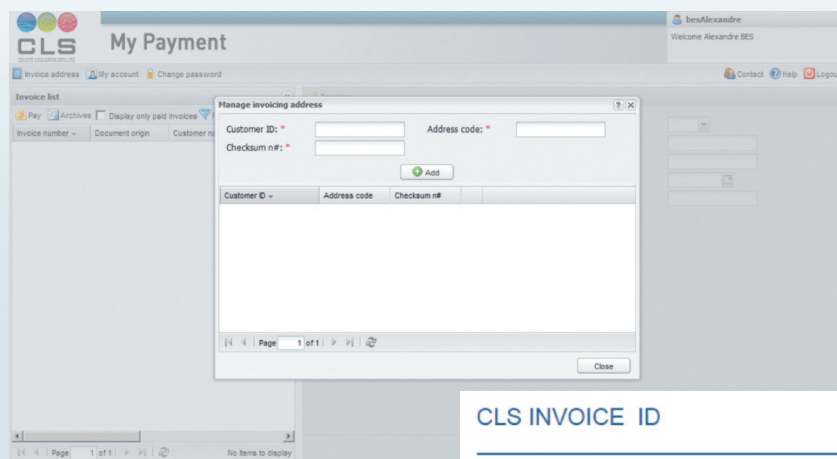
Login: \*

Password: \*

\* : Mandatory field

**If this is your first connection on MyPayment, please click here:**

For more information on how to use MyPayment, [click here](#).



**CLS My Payment**

Invoice address | My account | Change password

Manage invoicing address

Customer ID: \*

Address code: \*

Checksum n°: \*

Customer ID | Address code | Checksum n°

Page 1 of 1

Close

### CLS INVOICE ID

Date: 12-Mar-2015



Customer ID 12345

Your sales administration contact:

Checksum N°:

Address code:

E-mail: [salesmanagement@cls.fr](mailto:salesmanagement@cls.fr)

#### Customer

Customer Name:

Customer Address:

Customer City:

Customer Country:

Your order reference :

Your reference:

### Products and Services

Reference	Description	Qty	Unit Price	Total Ex Tax
123456789	CLASSEUR A4 - 100 FOLIOLES	100	100.00	100.00

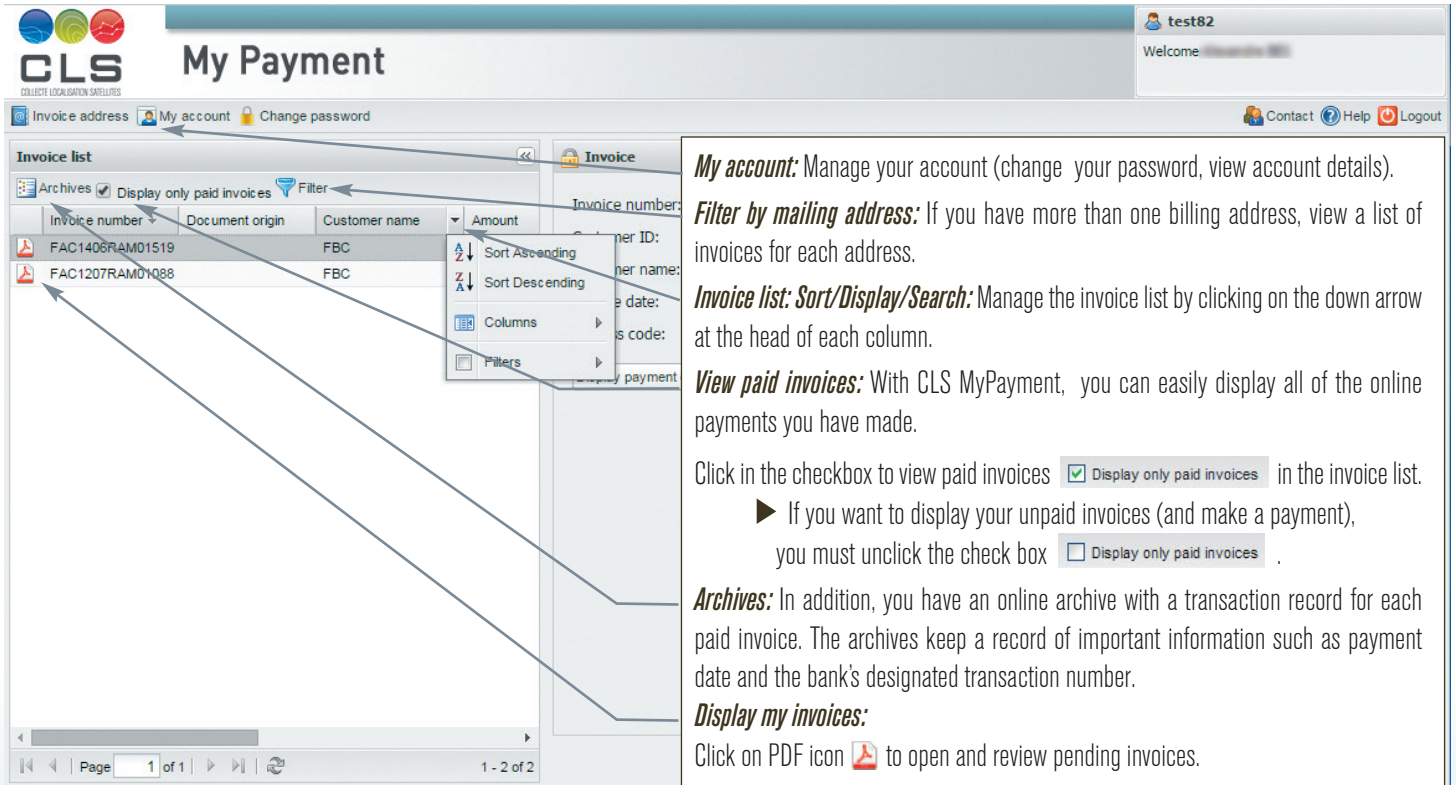
# My Payment

<https://mypayment.cls.fr>

## Display and pay your pending invoices:

Click on the PDF icon  to open your invoice. Review your invoice. Select the invoice to pay by clicking in the checkbox then clicking on .

### ▶ Manage your account online with MyPayment:



The screenshot shows the CLS My Payment web interface. At the top, there's a header with the CLS logo and 'My Payment' title. Below the header, there's a navigation bar with links like 'Invoice address', 'My account', and 'Change password'. The main area displays an 'Invoice list' table with columns for 'Invoice number', 'Document origin', 'Customer name', and 'Amount'. A dropdown menu is open for the 'Amount' column, showing options like 'Sort Ascending', 'Sort Descending', 'Columns', and 'Filters'. A text box on the right provides instructions for managing the account and invoices.

**My account:** Manage your account (change your password, view account details).

**Filter by mailing address:** If you have more than one billing address, view a list of invoices for each address.

**Invoice list: Sort/Display/Search:** Manage the invoice list by clicking on the down arrow at the head of each column.


**View paid invoices:** With CLS MyPayment, you can easily display all of the online payments you have made.

Click in the checkbox to view paid invoices ☒ Display only paid invoices in the invoice list.

▶ If you want to display your unpaid invoices (and make a payment), you must unclick the check box ☐ Display only paid invoices.

**Archives:** In addition, you have an online archive with a transaction record for each paid invoice. The archives keep a record of important information such as payment date and the bank's designated transaction number.

**Display my invoices:**

Click on PDF icon  to open and review pending invoices.

### ▶ Pay your invoice

Once again you must agree to our Terms & Conditions, then you will be directed to the SSH secure website where you can enter your credit card details in a secure environment. Follow the on-screen prompts.

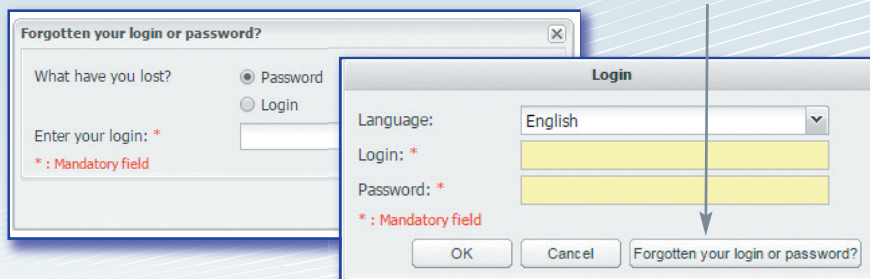
**Did you know? With CLS MyPayment, you can pay more than one invoice at a time!**

**Note: Only one currency per transaction!**

You will receive a confirmation email with your transaction details attached as a PDF in your email inbox. The accounting department at CLS will also receive this information. Please keep a copy of the transaction details for your records.

### ▶ Having trouble logging on?

Follow the onscreen prompts to retrieve your username or password automatically.



The image shows two overlapping login forms. The background form is titled 'Forgotten your login or password?' and has radio buttons for 'Password' and 'Login'. The foreground form is titled 'Login' and has fields for 'Language' (set to English), 'Login', and 'Password'. Both forms have 'OK', 'Cancel', and 'Forgotten your login or password?' buttons.