

How to Pay a Bill Using Pacific Shredding's Payment Portal

- 1 Navigate to <https://pacificshredpay.com>



Sign in to Pacific Storage Company - (Pacific Shredding)'s payment portal

Log in to view your invoices and payment options.

Please provide your email and you will receive a login verification code.

Email Address

Continue

Microsoft SSO

Powered by FlexPoint

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Click the "Email Address" field and enter your email address.



Sign in to Pacific Storage Company - (Pacific Shredding)'s payment portal

Log in to view your invoices and payment options.

Please provide your email and you will receive a login verification code.

Email Address

raysmith+test@pacificstorage.com

Continue

Microsoft SSO

Powered by FlexPoint

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You'll receive an email with a one-time passcode. Enter that code here to sign in. If your organization uses Microsoft 365 or Entra, you can also click the **"Microsoft SSO"** link on the previous page to log in with your Microsoft account.

SHREDDING

[← Back to Sign In](#)

Login verification

If the email you entered (raysmith+test@pacificstorage.com) matches to what we have on file, then we've sent you an email containing a verification code.

If you do not see the email please check your spam folder.

Enter code

Sign in

Didn't receive code? [Resend email](#)

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You will now be taken to your account page, where you can view the following details. From there, you can click on the invoice to open and/or pay it.

https://pacificshredding.flexpmts.com/core/Customer

[Invoices](#)[Settings](#)

Test Customer
raysmith+test@pacificstorage.com

[Color Mode](#)[Logout](#)

Hey Test!

Welcome to Pacific Storage Company - (Pacific Shredding)'s payment portal.

In this portal you can manage your invoices, add payment methods, and manage users across your account!

Account Summary

UNPAID BALANCE
\$1.00

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

☐	DUE DATE	INV#	BILL TO COMPANY	AMOUNT	STATUS	BALANCE	
☐	10/22/25	FP280298	Test Customer	\$1.00	New	\$1.00	Pay >

Showing 1-1 of 1

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Once you click on the invoice, you'll be prompted to set up a payment method the first time you log in to the portal. In this example, we'll select the **Credit Card** option. Please note that **prepaid** and **debit cards** are not accepted, and all credit card transactions are subject to a **processing surcharge**.

The screenshot shows the Pacific Storage Company invoice portal. The top navigation bar includes the Pacific Shredding logo, the text 'Invoices > FP280298', a user profile for 'Test Customer' with email 'raysmith+test@pacificstorage.com', and links for 'Color Mode' and 'Logout'.

The main content area is divided into two columns. The left column displays the company information: 'Pacific Storage Company - (Pacific Shredding)', phone '(209) 320-6600', address 'PO Box 334, Stockton 95201', invoice number '#FP280298', and due date 'Oct 22, 2025'. Below this is a 'Download' button. The 'Bill To' information is 'Test Name', 'Test Customer', 'CA 95201'. The 'Amount Due' is '\$1.00 USD'. At the bottom, there is an 'Invoice Items' table with columns: ITEM, DESCRIPTION, QTY, UNIT PRICE, and TOTAL. A link to 'Hide Line Items' is also present.

The right column is titled 'Choose a Payment Method' and shows the 'Amount Due' as '\$1.00 USD'. It offers two payment options: 'Credit Card' (Pay with a credit card) and 'ACH' (Pay with an ACH bank transfer). Both options have a 'Continue' button. The 'Credit Card' button is highlighted with an orange circle.

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The first screen will display your company information for you to review and confirm.

The screenshot shows the same Pacific Storage Company invoice portal as in the previous image, but with a 'Please Confirm' modal overlay. The modal is a white box with a close button (X) in the top right corner. It contains the following fields:

- 'Please verify and confirm the information below'
- 'Your First Name*': Text input field with 'Test' entered.
- 'Your Last Name*': Text input field with 'Name' entered.
- 'Your Email*': Text input field with 'raysmith+test@pacificstorage.com' entered.
- 'Business Legal Name': Text input field (empty).
- 'Company Legal Name*': Text input field with 'Test Customer' entered.

At the bottom of the modal are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with an orange circle.

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Enter your card information in the appropriate fields.

Pacific Storage Company - (Pacific Shredding)

(209) 320-6600
PO Box 334, Stockton 95201



Invoice #FP280298 Due Date Oct 22, 2025

[Download](#)

Bill To

Test Name
Test Customer
CA 95201

Amount Due \$1.00 USD**Invoice Items**[— Hide Line items](#)

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Test Item	Test Item	1	\$1.00	\$1.00
			Subtotal	\$1.00
			Total Invoice Amount	\$1.00

[← Back](#)**Pay with Credit Card**

Paying as Test Customer
(raysmith+test@pacificstorage.com)
Not you? [Logout](#)

Amount Due ⓘ \$1.03 USD

Paying with a credit card has a 3.00% surcharge fee

Card number

Field is required

Expiration

CVV

Cardholder Name

Billing Address

Country

Zip

8 Click the "Save this card on file" field.



Invoices > FP280298

Test Customer
raysmith+test@pacificstorage.com

Color Mode

Logout

Amount Due **\$1.00 USD**

Invoice Items

— Hide Line items

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Test Item	Test Item	1	\$1.00	\$1.00
Subtotal				\$1.00
Total Invoice Amount				\$1.00

Expiration

10/26

CVV

123

Cardholder Name

Test Customer

Billing Address

Country

United States

Zip

95241-

Pay on

10/22/2025

☐ Save this card on file

☐ I authorize Pacific Storage Company - (Pacific Shredding) to use this card for AutoPay

Pay

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Click the **"I authorize Pacific Storage Company - (Pacific Shredding) to use this card for AutoPay"** checkbox if you would like to enable automatic payments for future invoices using this card.

Note: If you prefer to manually approve each payment, **do not** check this box.

Test Item	Test Item	1	\$1.00	\$1.00
			Subtotal	\$1.00
			Total Invoice Amount	\$1.00

Test Customer

Billing Address

Country

United States

Zip

95241-

Pay on

10/22/2025

☒ Save this card on file

☐ I authorize Pacific Storage Company - (Pacific Shredding) to use this card for AutoPay

Pay

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Click "Pay"

Test Item	Test Item	1	\$1.00	\$1.00
			Subtotal	\$1.00
			Total Invoice Amount	\$1.00

Test Customer

Billing Address

Country

United States

Zip

95241-

Pay on

10/22/2025

☒ Save this card on file

☒ I authorize Pacific Storage Company - (Pacific Shredding) to use this card for AutoPay

Pay

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Overall the payment portal site is very user friendly and most items should be easy to view, setup and pay. If you require further assistance with the portal feel free to reach out to our accounting team at +12093206600