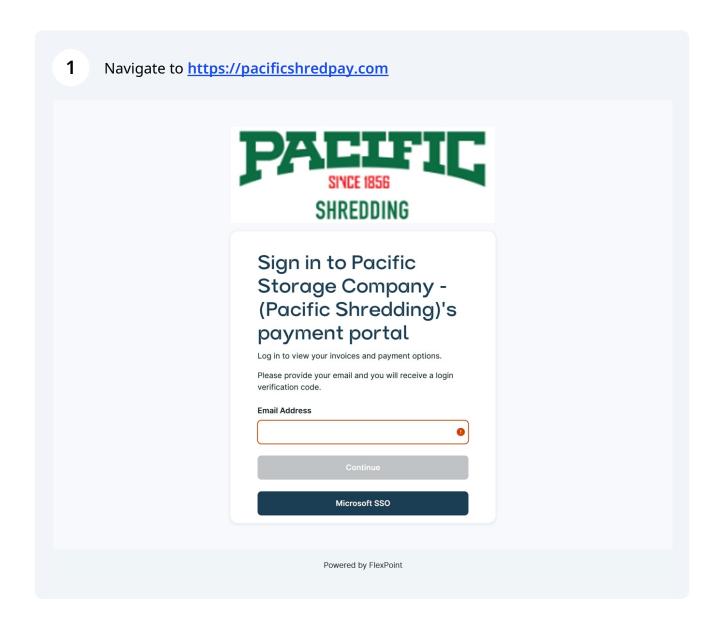
How to Pay a Bill Using Pacific Shredding's Payment Portal

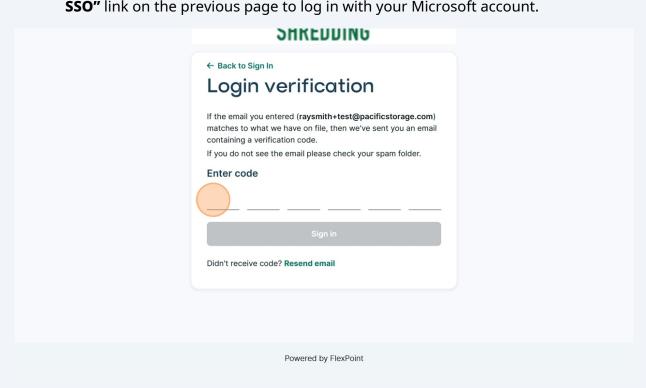


2 Click the "Email Address" field and enter your email address.



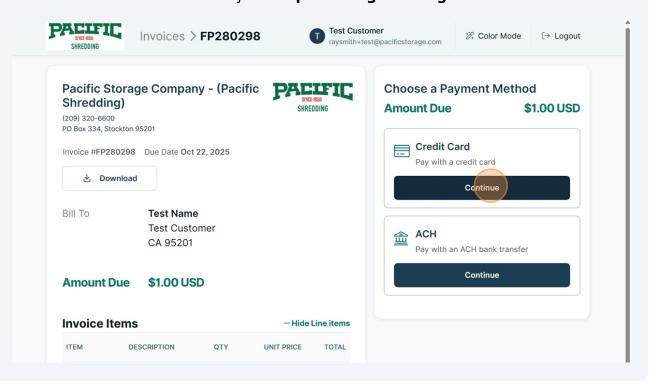
Powered by FlexPoint

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.

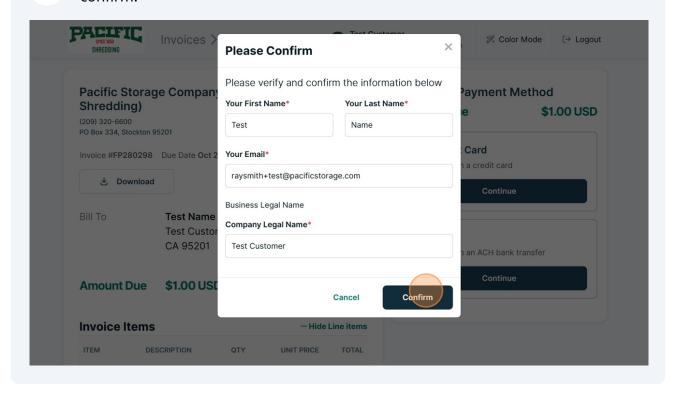


You will now be taken to your account page, where you can view the following 4 details. From there, you can click on the invoice to open and/or pay it. A 🖒 😊 0 https://pacificshredding.flexpmts.com/core/Customer PACIFIC Test Customer lnvoices Settings % Color Mode [→ Logout raysmith+test@pacificstorage.com Hey Test! **Account Summary** Welcome to Pacific Storage Company - (Pacific Shredding)'s UNPAID BALANCE UNPAID INVOICES UPCOMING AUTOPAY payment portal. AutoPay pending setup \$1.00 1 In this portal you can manage your Click here to configure invoices, add payment methods, and manage users across your account! **Invoices** Payments Past Due Processing AutoPay Q Search... Showing 1-1 of 1 2 DUE DATE 🗘 INV# AMOUNT \$ STATUS ♦ BILL TO COMPANY BALANCE 🗘 ___ 10/22/25 FP280298 \$1.00 \$1.00 ☐ Pay > Test Customer New Showing 1-1 of 1 2

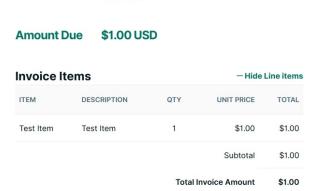
Once you click on the invoice, you'll be prompted to set up a payment method the first time you log in to the portal. In this example, we'll select the **Credit Card** option. Please note that **prepaid** and **debit cards** are not accepted, and all credit card transactions are subject to a **processing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

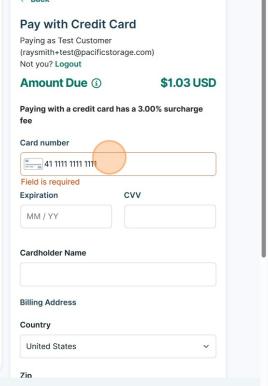


The first screen will display your company information for you to review and confirm.



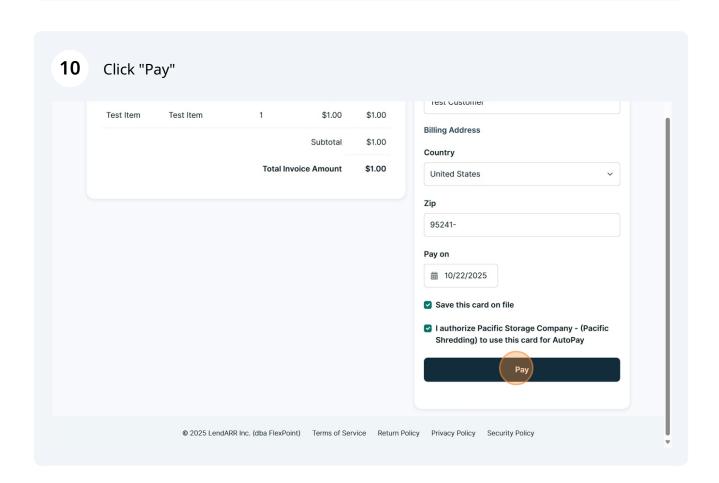
7 Enter your card information in the appropriate fields. Pacific Storage Company - (Pacific Shredding) SHREDDING Pay with Credit Card (209) 320-6600 PO Box 334, Stockton 95201 Paying as Test Customer (raysmith+test@pacificstorage.com) Invoice #FP280298 Due Date Oct 22, 2025 Not you? Logout **Amount Due 3** Bill To **Test Name** Test Customer Card number CA 95201 41 1111 1111 1111





8 Click the "Save this card on file" field. PACIFIC Test Customer Invoices > FP280298 [→ Logout ₩ Color Mode raysmith+test@pacificstorage.com **Amount Due** \$1.00 USD Expiration CVV 10/26 123 **Invoice Items** - Hide Line items **Cardholder Name** DESCRIPTION UNIT PRICE TOTAL Test Customer Test Item Test Item \$1.00 \$1.00 Billing Address Subtotal \$1.00 Country **Total Invoice Amount** \$1.00 United States Zip 95241-Pay on **iii** 10/22/2025 Save this card on file I authorize Pacific Storage Company - (Pacific Shredding) to use this card for AutoPay Pay © 2025 LendARR Inc. (dba FlexPoint) Terms of Service Return Policy Privacy Policy Security Policy

Click the "I authorize Pacific Storage Company - (Pacific Shredding) to use 9 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. rest Customer Test Item Test Item \$1.00 \$1.00 **Billing Address** Subtotal \$1.00 Country **Total Invoice Amount** \$1.00 United States Zip 95241-Pay on **iii** 10/22/2025 Save this card on file Lauthorize 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