Customer Welcome Kit

Electronic Invoice Presentment & Payment (EIPP) Module

Autonomous Software

powered by AI

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01 **EIPP Customer Login**

- Logging into High Radius
- EIPP Overview

02 **Payment (Credit/Debit Card, ACH)**

- Full Payment
- Partial Payment
- Autopay
- Schedule Payment

03 **Presentment**

- Automated Payment Receipt
- Invoice Copies

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04 **Disputes**

- How to create a dispute
- View open and Closed Disputes

05 **Contact Management**

- View and Update your AP Contact Information

06 **Support**

- How to contact Amtech Elevator Services
- How to raise a Support Ticket

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SECTION 1

EIPP Customer Login

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There are two ways to register for the payment portal:

1. Self Registration HighRadius EIPP

You may have received a communication with instructions for completing the self-registration process on the payment portal. To complete the registration, customers will need the following information:

a. **Customer Number**
b. **Open Invoice Number**

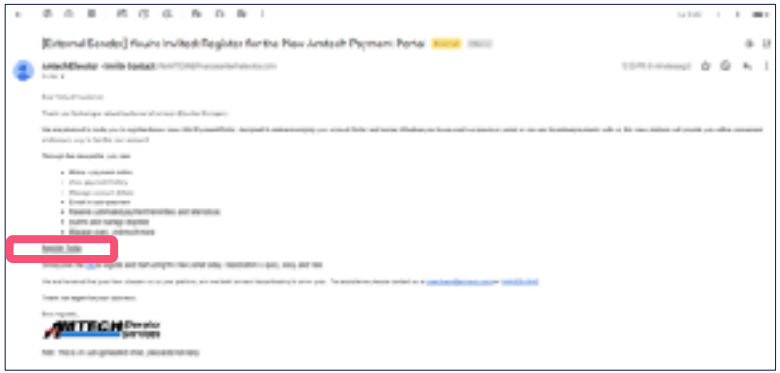


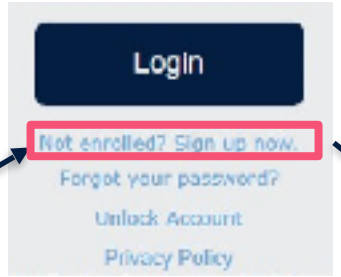
EIPP Portal



2. An Amtech contact sends an individual invitation

After the invite is sent, you will receive an email (shown on the screen) containing the link to register on the EIPP portal.





Access the EIPP Portal

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Log in & Register in the HighRadius EIPP Portal

1

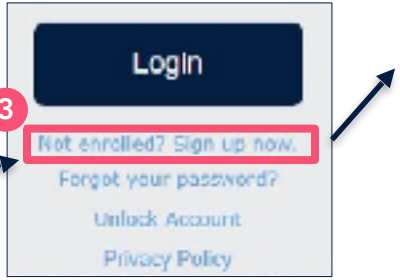
Access the EIPP Portal

2 **EIPP Portal**



Register now to access the new customer E-Pay Portal

1. You will need your Customer Number and current Invoice Number.
2. Both numbers are available on your invoice.
3. Please make note of your password as it is required in the next login screen.
4. After clicking "Register," please wait 1-2 minutes for your information to get processed.
5. Please login immediately after to complete the registration process.



4 **EIPP Registration Screen**

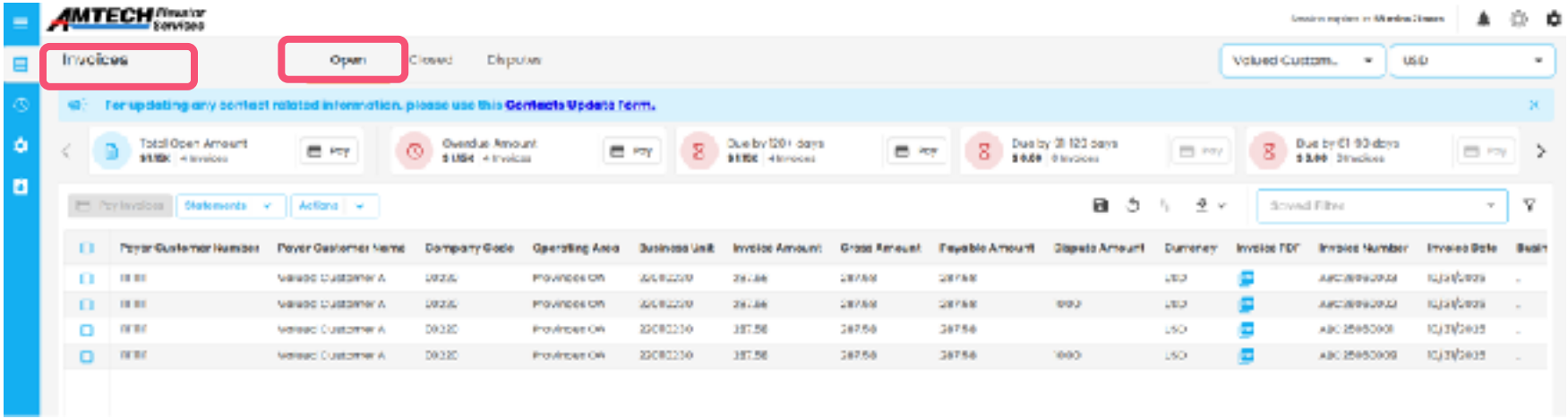


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EIPP Overview

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EIPP Overview – Open Invoices



Open Invoices Tab (View and manage all open invoices)

Payment Options:

- Enable Autopay for automatic payments
- Schedule future payments for convenience
- Make partial payments on invoices
- Complete full payment of invoices

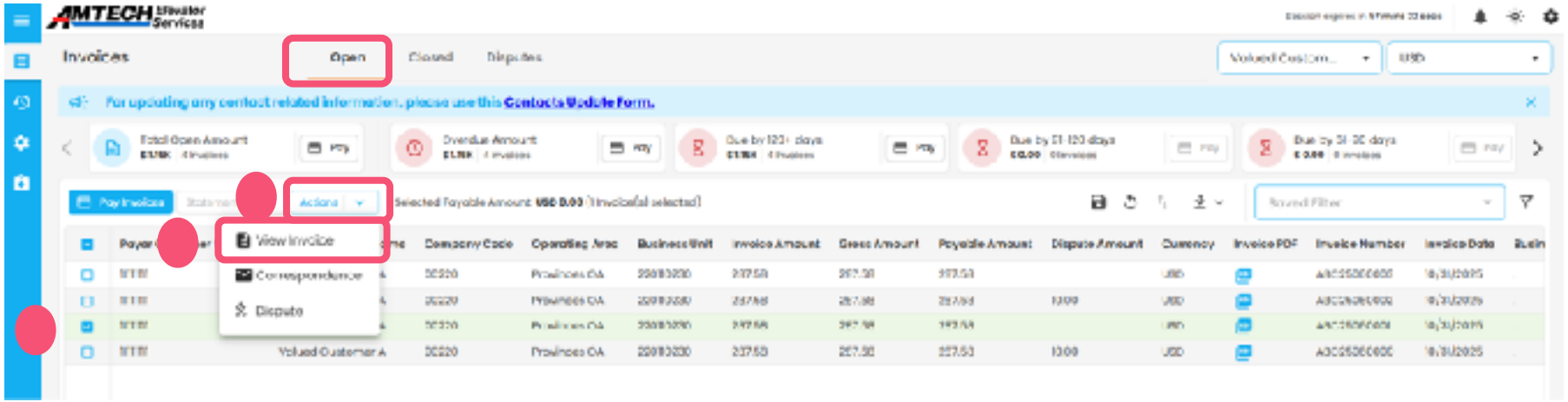
Payment Methods:

Bank Account, Credit Card (CC), or Debit Card (DC) details

Filtering & Search: Apply filters using Advanced Search fields to narrow down invoices

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EIPP Overview – Open Invoices

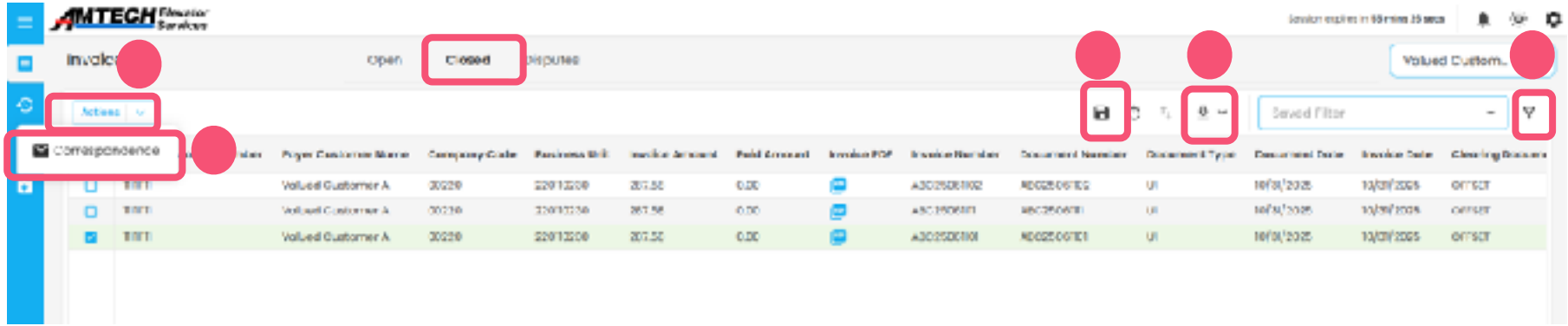


How to view the sales invoice copy:

1. Select the check mark next to the invoice you would like to view
2. Select actions
3. View invoice

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EIPP Overview – Closed Invoices

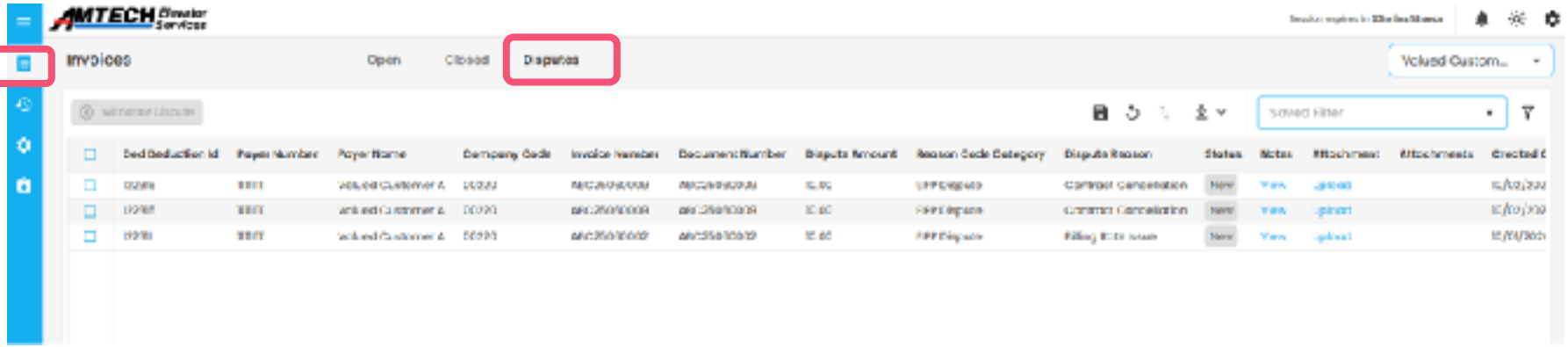


Closed Invoices Tab (View all closed invoices)

1. View closed invoices – this includes a pdf copy
2. Action drop down > Correspondence to email an invoice copy
3. Reload screen
4. Download data from current view
5. Filter closed invoice data

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EIPP Overview – Disputes



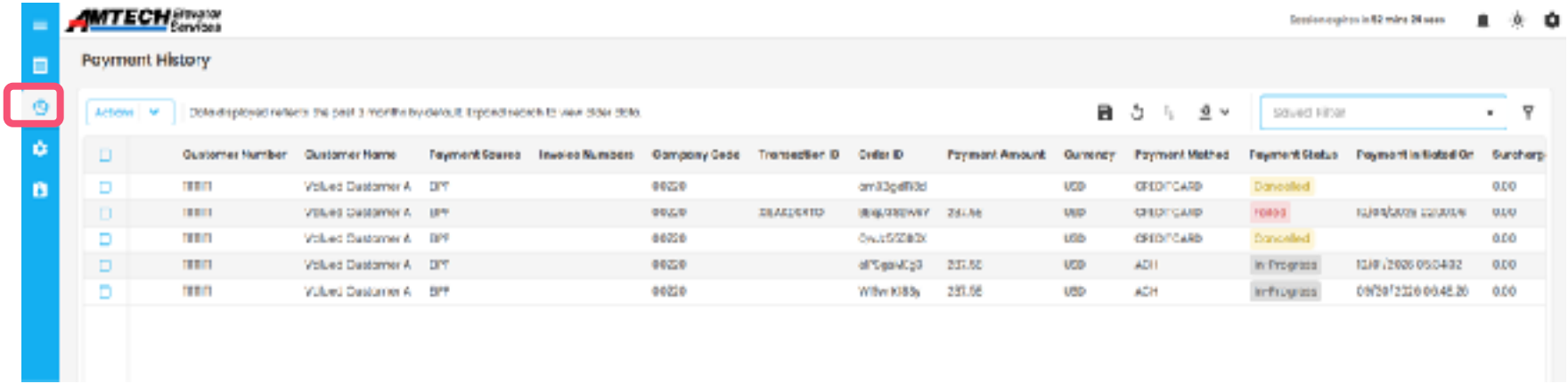
Disputes Tab

View of all dispute history – open & closed disputes are included in this tab
Dispute Status definitions:

- Open = The dispute has been successfully submitted
- Closed = The dispute has been fully resolved
- Rejected = The dispute was reviewed and formally denied
- Withdrawn = The dispute was initiated but later cancelled by the submitter

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EIPP Overview – Payment History



Payment History Tab

1. View all the details for all your payments
2. Download and email the payment receipts

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EIPP Overview – Administration



Administration Tab

Add, edit and delete the details

1. Bank accounts
2. Credit cards / debit cards
3. Manage all your approved users
4. Manage all your contacts
5. Autopayments (Preferences)

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SECTION 2

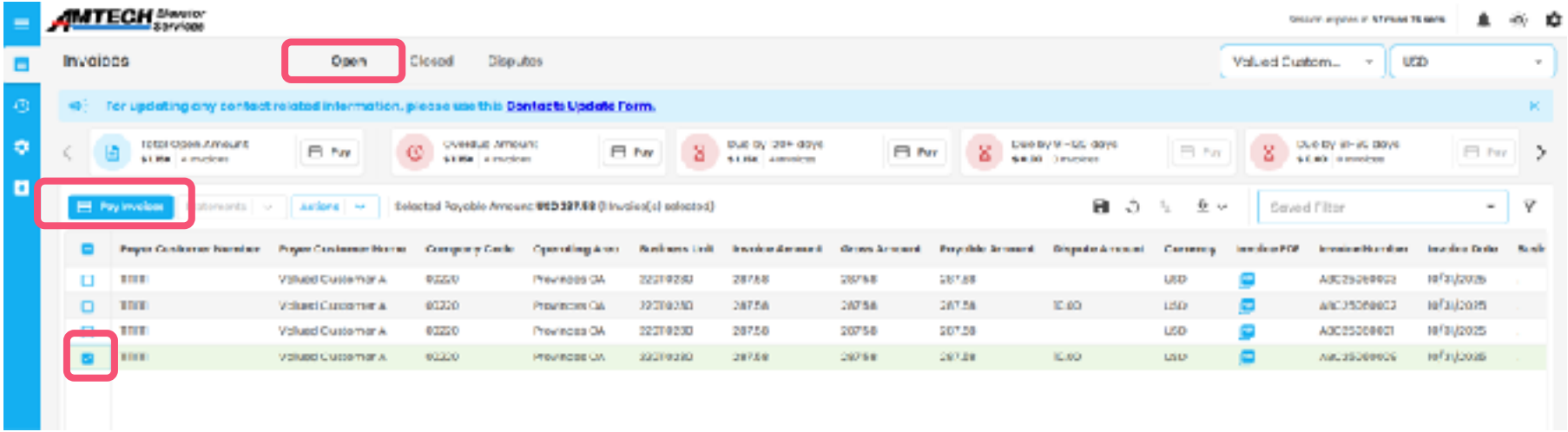
Payment Workflow (Credit/Debit Card, ACH)

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Full Payment

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Full Payments

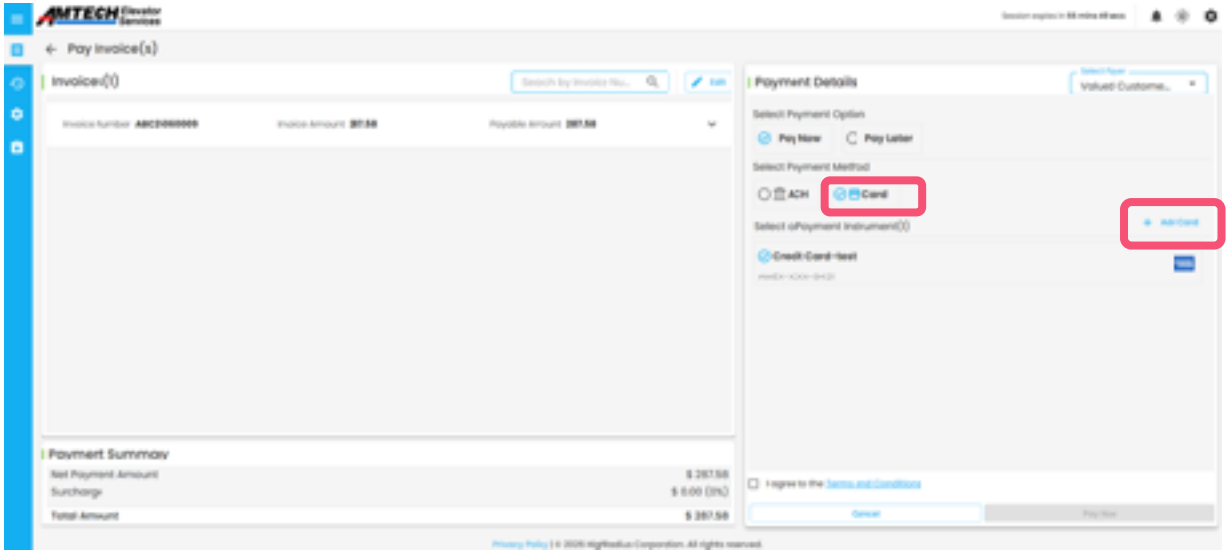


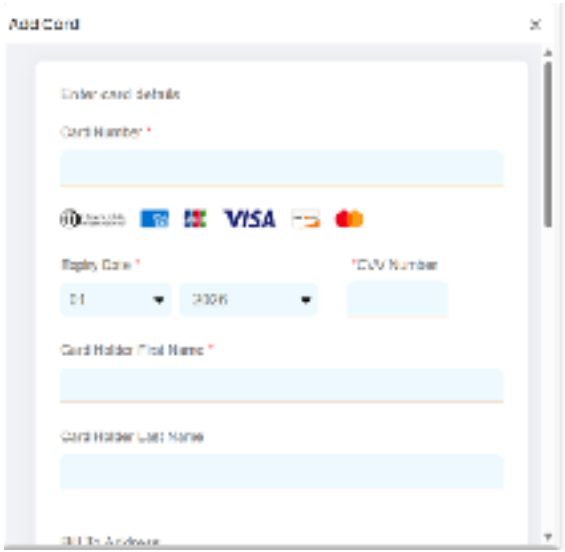
How to Make a Payment

1. Open Invoices tab
2. Select the invoices you plan to pay
3. Select the pay selected bills button
4. Choose any one of the payment methods options

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Full Payments (Credit Cards)

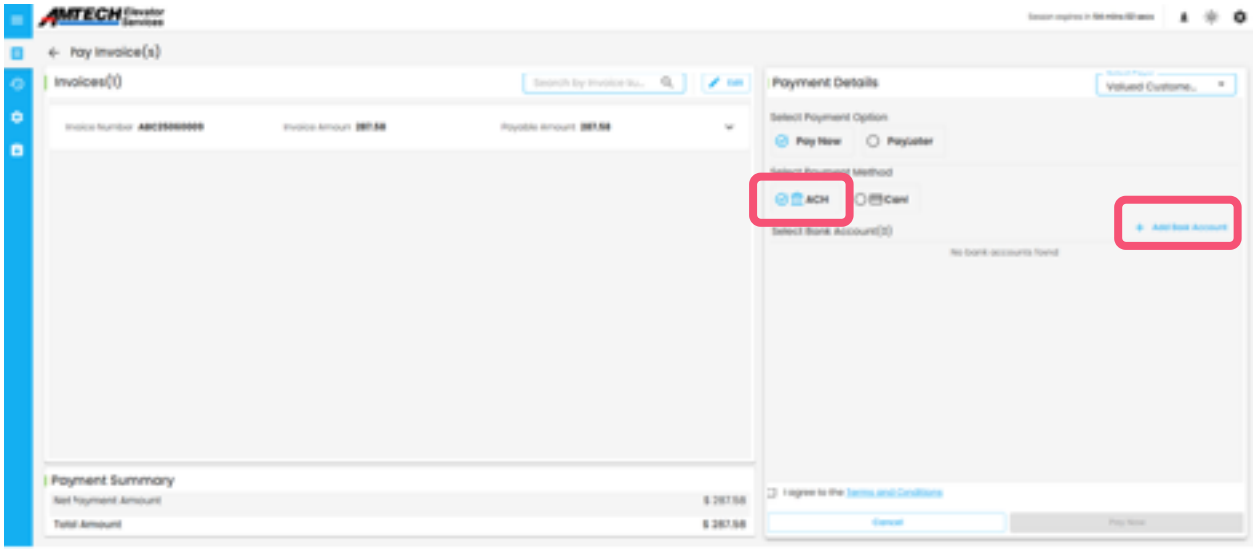




In the Pay Invoices screen, after proceeding through the pay selected bills screen, add the card details and click on proceed to complete the payment. After this, a confirmation pop-up will appear to indicate whether your payment has been successful. You can also find payment status on the Payment History tab.

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Full Payments (ACH)





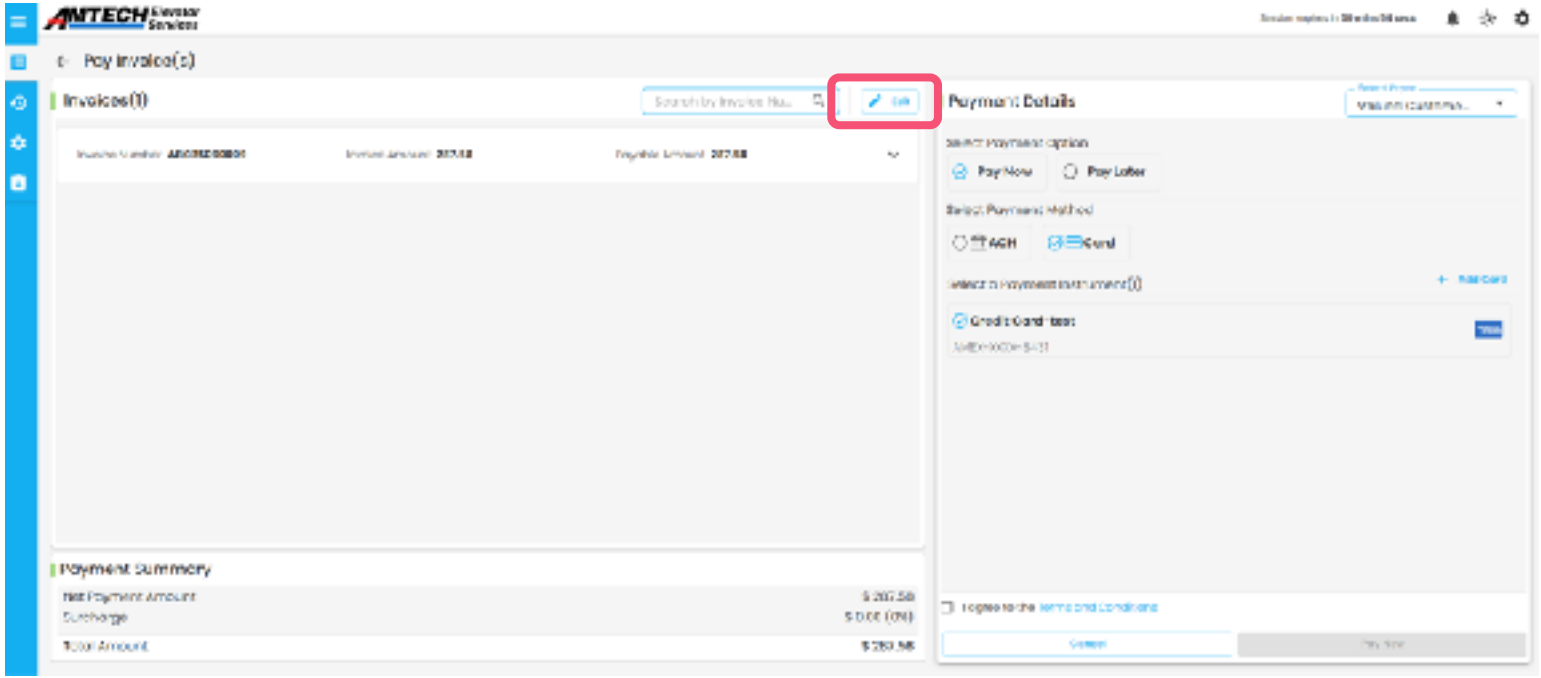
In the Pay Invoices screen, after proceeding through the pay selected bills screen, add the card details and click on Proceed to complete the payment. A confirmation pop-up will appear to indicate whether your payment has been successful. If your payment is not successful, please double-check in the Payment History and contact Support if you need help.

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Partial Payment

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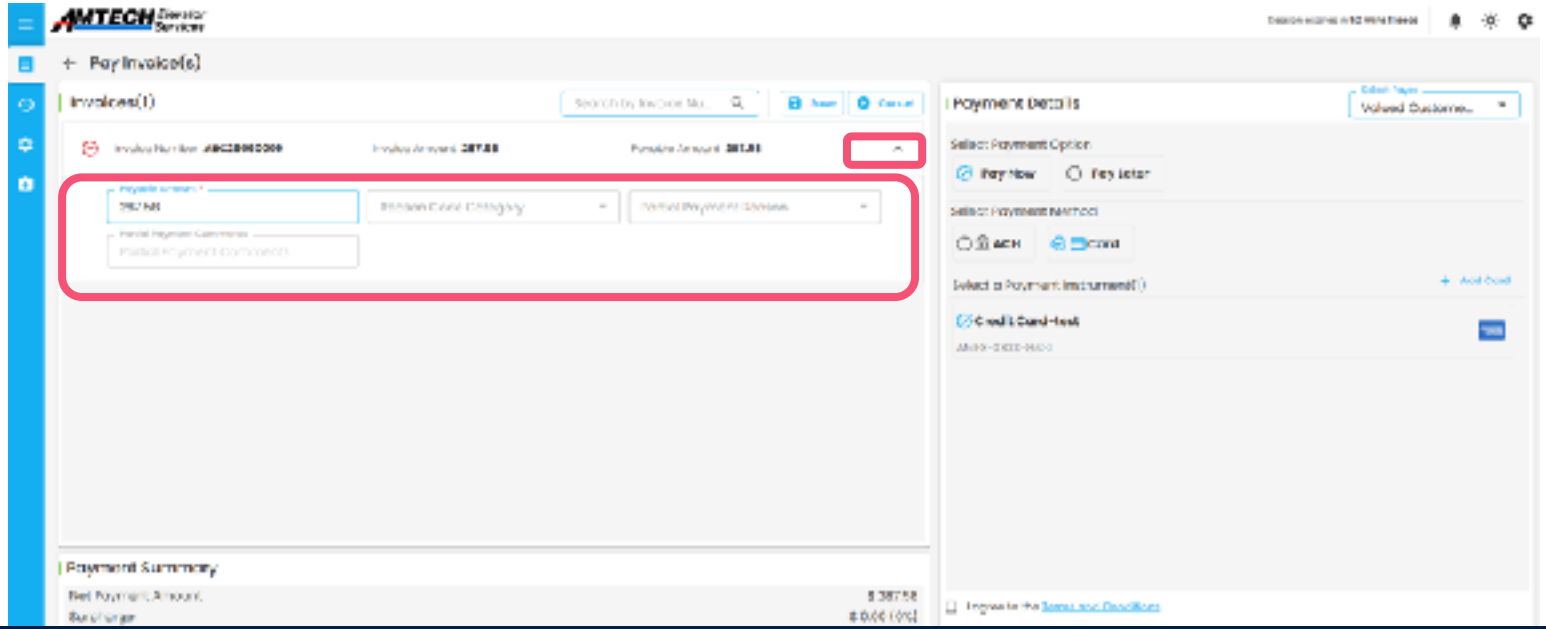
Partial Payments



If you would like to partially pay an invoice in the Pay Invoice screen, select the edit option

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Partial Payments



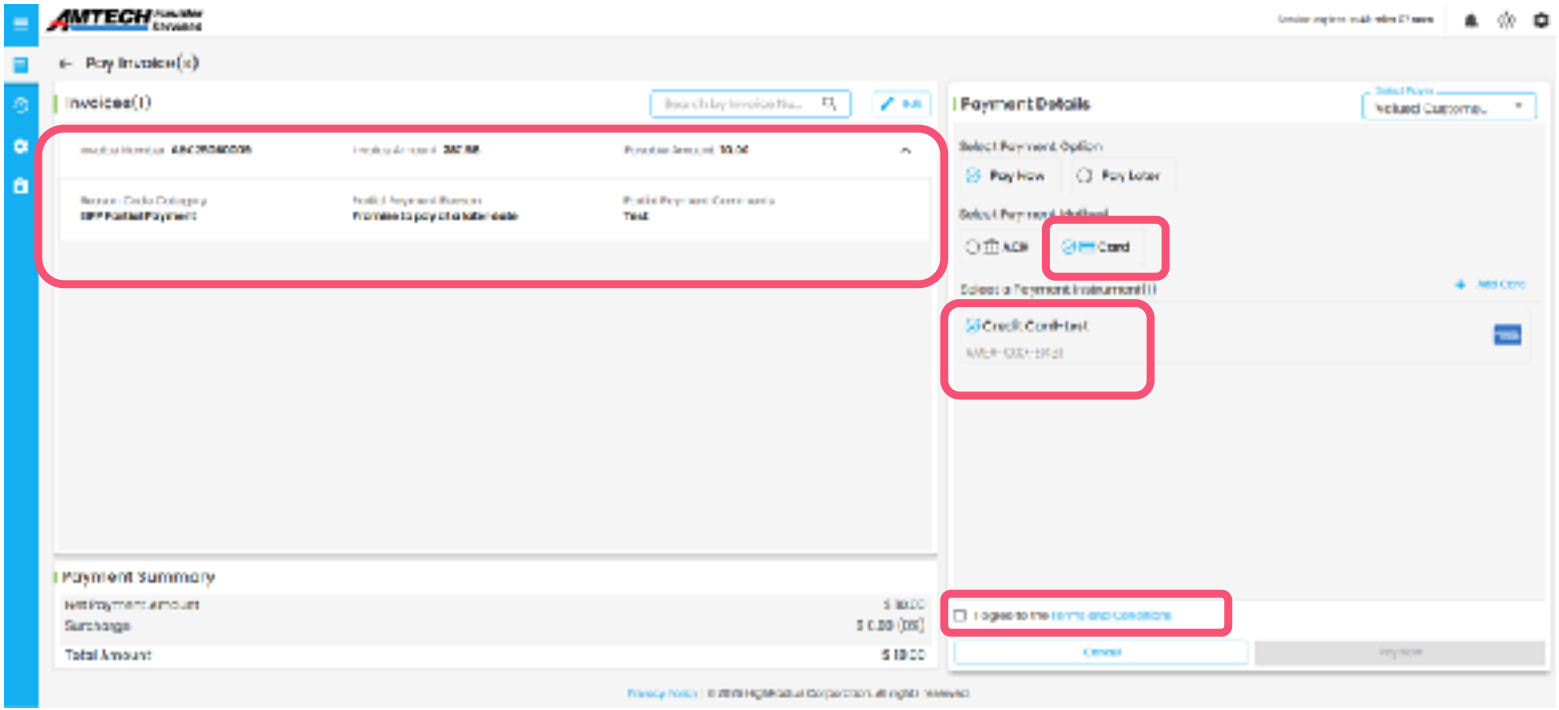
Within the same screen you will prompted:

- Adjust the payment amount
- Select the partial payment reason code category
- Partial payment reason
- Add any partial payment comments

Continue with completing the payment.

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Partial Payments



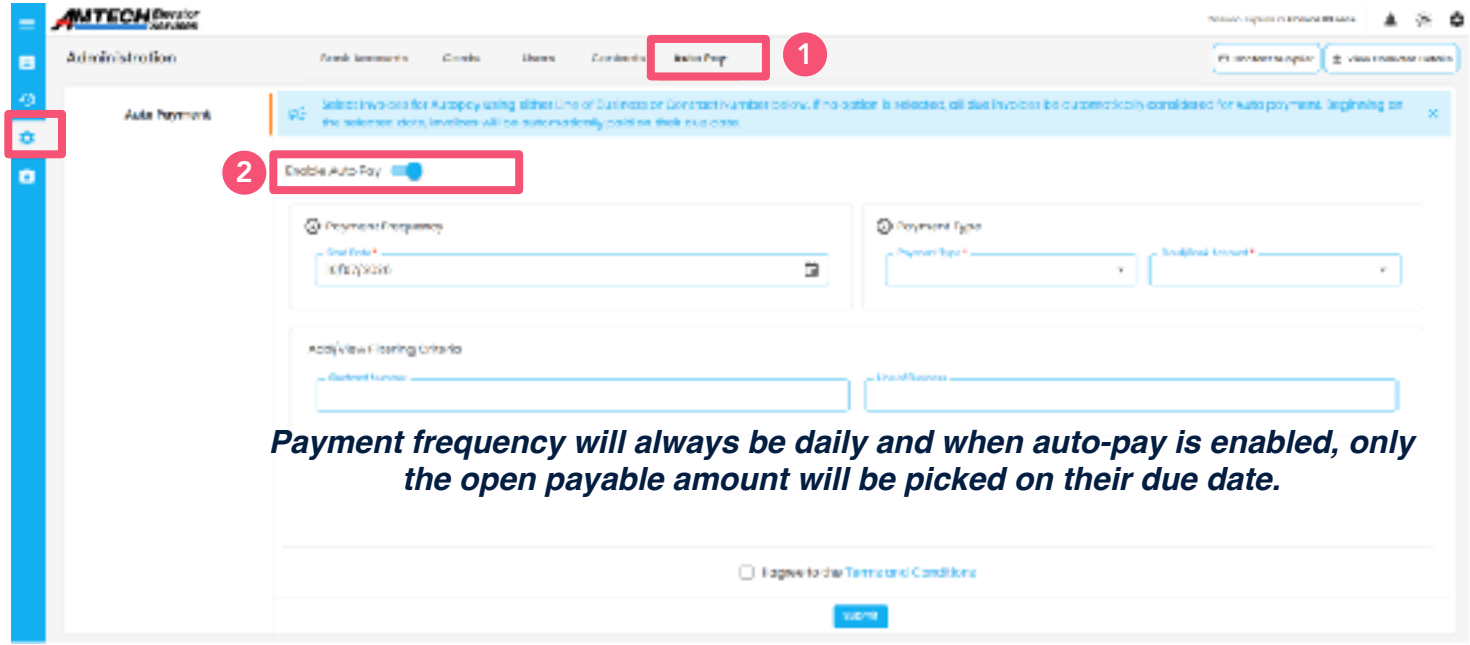
In the Pay Invoices screen, after proceeding through the pay selected bills screen, add the card details and click on Proceed to complete the payment. A confirmation pop-up will appear to indicate whether your payment has been successful. If your payment is not successful, please double-check in the Payment History and contact Support if you need help.

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Auto Payment

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Auto Pay Setup

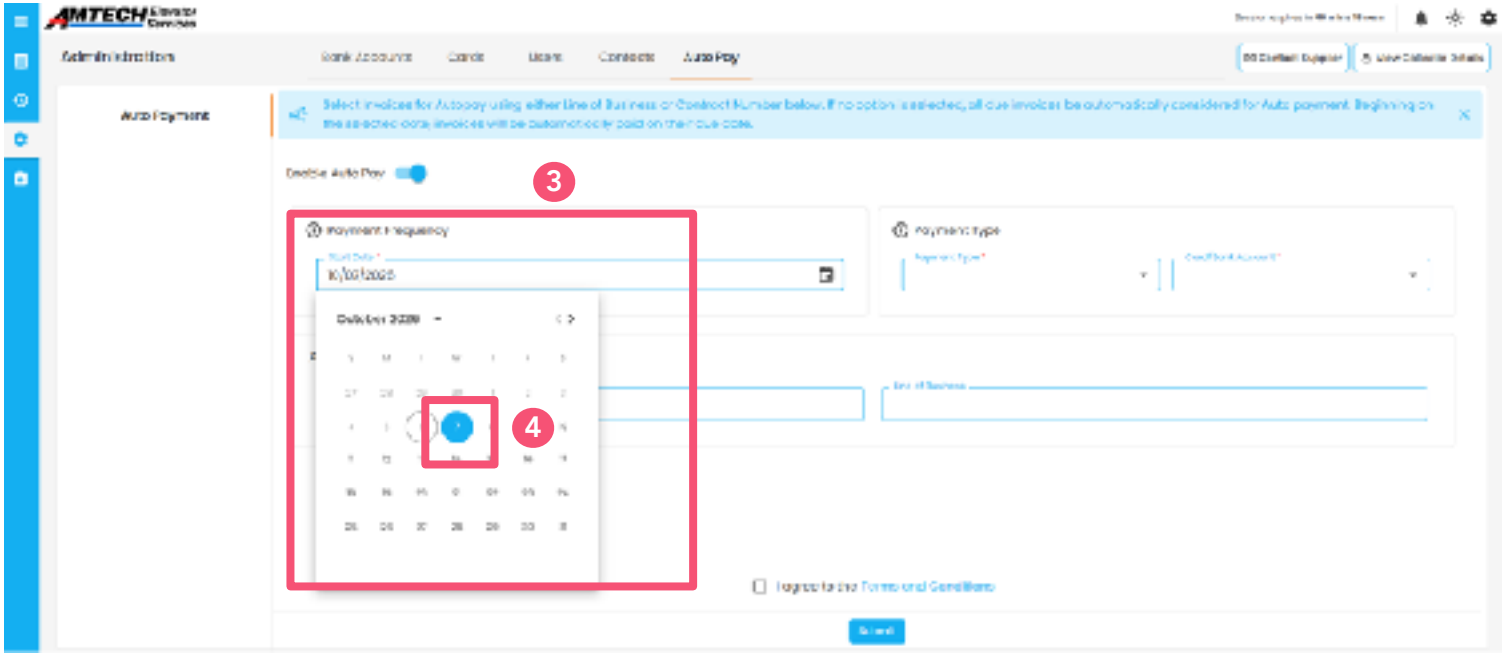


Payment frequency will always be daily and when auto-pay is enabled, only the open payable amount will be picked on their due date.

1. Navigate to the Administration->Preferences sub-tab under the **EIPP** tab
2. Click the **Enable/Disable Auto Pay** button to set up auto payment
3. Choose the frequency of payment from the **Payment Frequency** dropdown field

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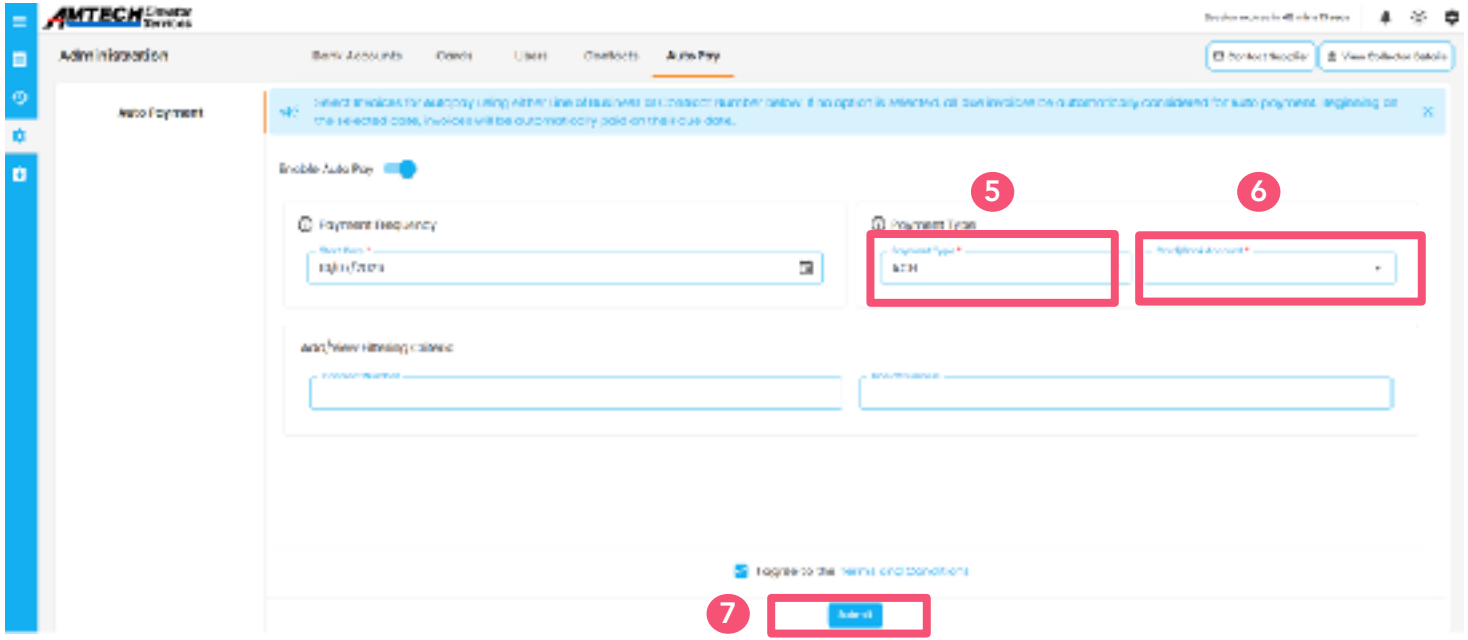
Auto Pay Setup



3. Click the **calendar button** to open up the calendar to choose the date
4. Going forward, AutoPay will process only the open payable amount on the scheduled due date, even if the due date falls on a weekend.

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Auto Pay Setup



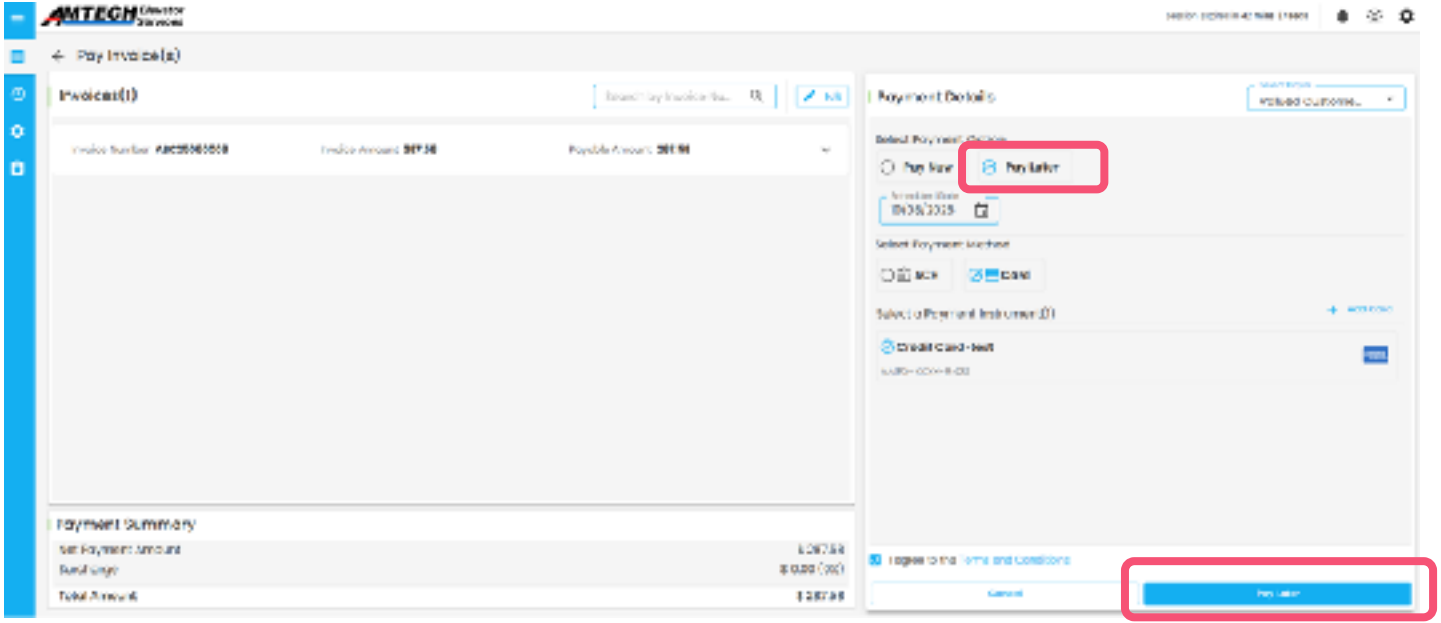
5. Select the payment method as ACH from the Payment Type dropdown field
6. Choose the card or bank account from the Card/Bank Account dropdown field
7. Click the Submit button to implement the auto payment configurations

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Schedule Payment

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Schedule Payments

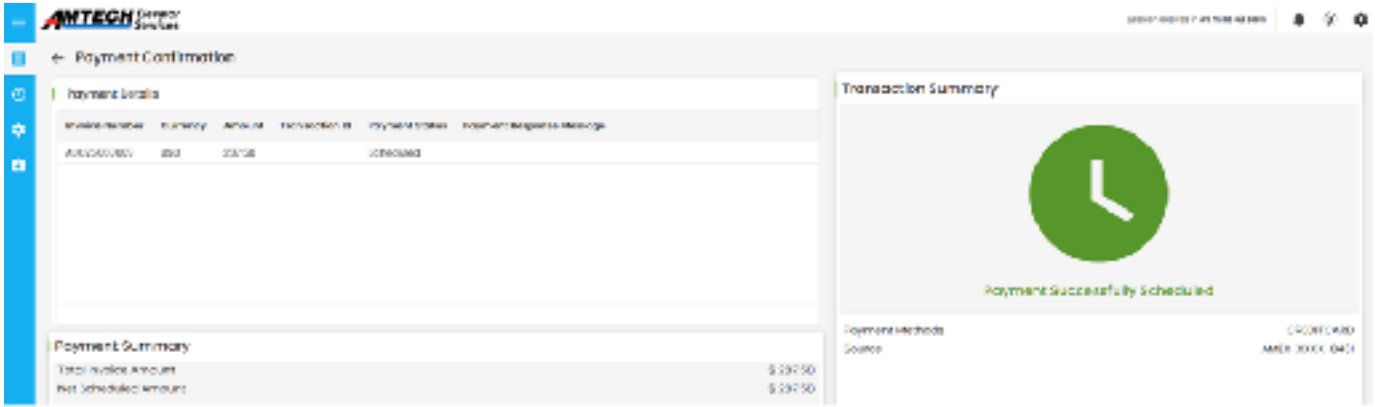


Within the pay invoice screen, you can also schedule a payment for a future date:

- Select the pay later option
- Select a date by clicking the calendar icon
- Add the payment details
- Select pay later

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Schedule Payments





- Within the **payment confirmation screen**, you can view the scheduled payment
- Within the **payment history tab**, you will also see the schedule payment with a payment status of Scheduled

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SECTION 3

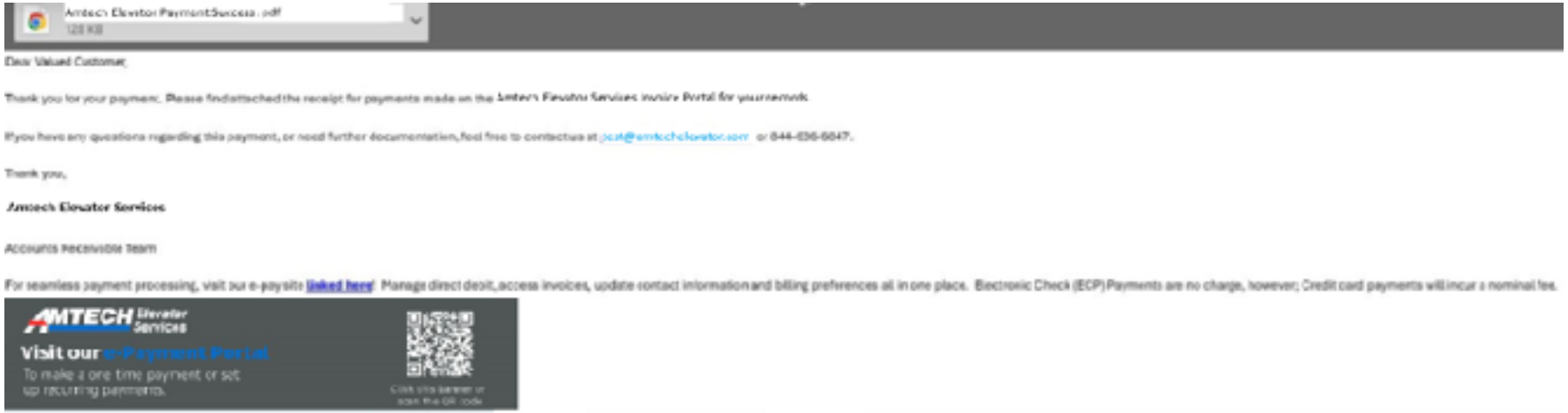
Presentment Workflow

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Automated Payment Receipt

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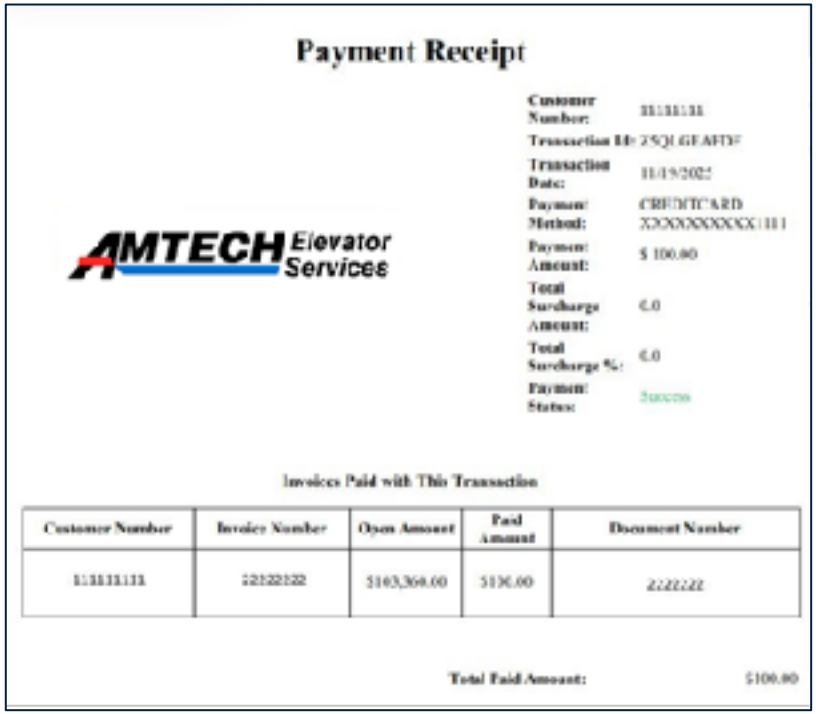
Automated Payment Receipt



When you have completed a payment for an invoice, you will receive an email with payment status information and the payment receipt to view the invoice and payment details for which the payment have been made.

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Automated Payment Receipt



Payment Receipt

AMTECH Elevator Services

Customer Number: 11111111

Transaction ID: 25QUGFAFDF

Transaction Date: 11/19/2025

Payment Method: CREDIT CARD XXXXXXXXXXXX1111

Payment Amount: $ 100.00

Total Surcharge Amount: 0.0

Total Surcharge %: 0.0

Payment Status: Success

Invoices Paid with This Transaction

Customer Number	Invoice Number	Open Amount	Paid Amount	Document Number
11111111	22222222	5163,366.00	5136.00	2222222

Total Paid Amount: $100.00

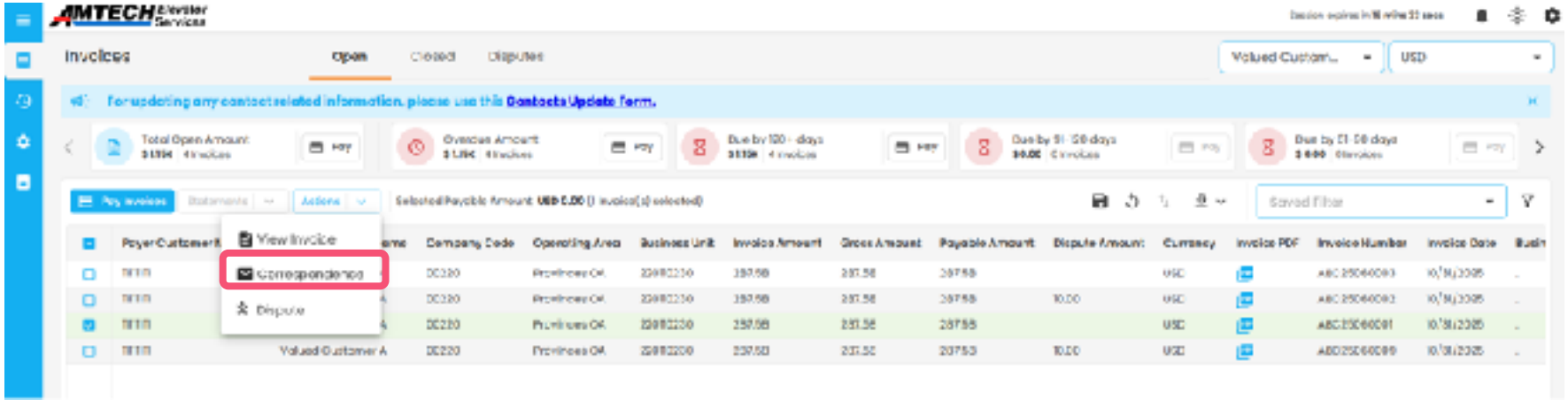
In the Email you would be able to see the payment details, in the payment receipt attached. You can also download and email the receipt from the payment history.

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Invoice Copies

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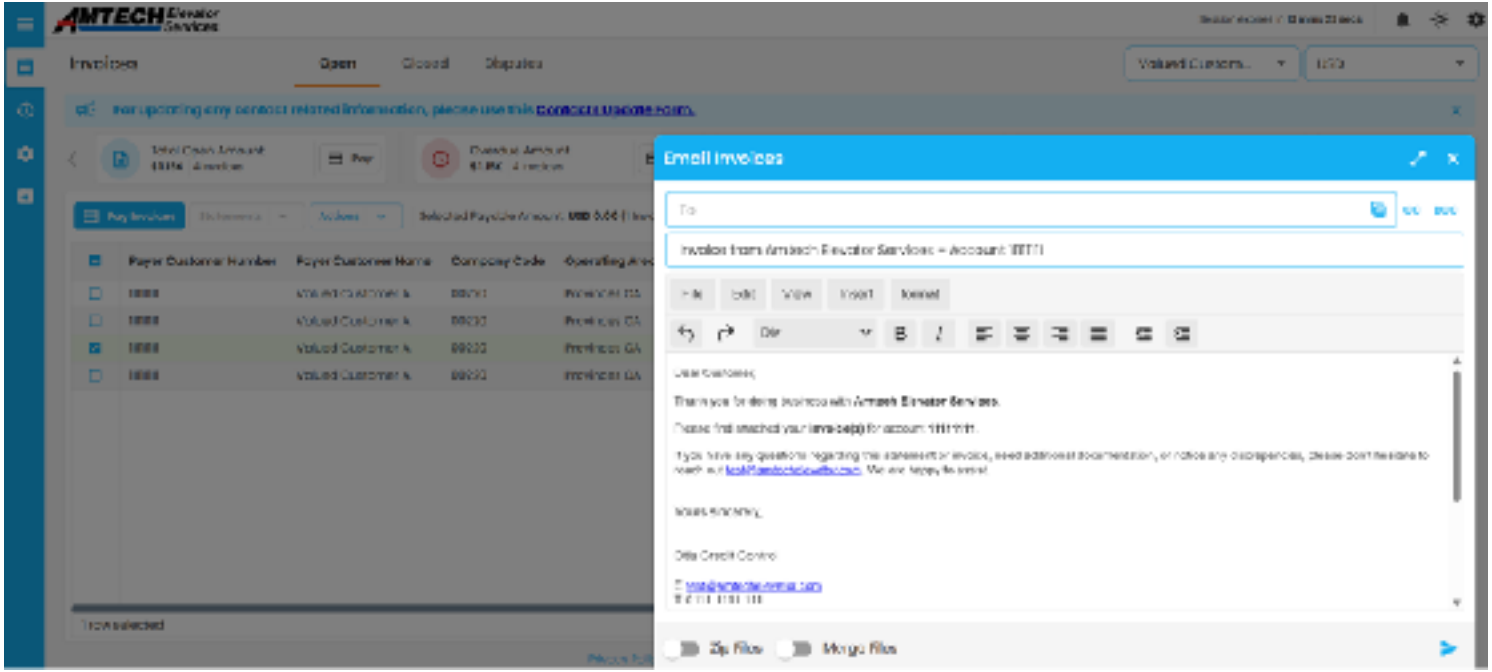
Invoice Copies



For each invoice you will have a sales invoice document present. You can download and email it to yourself by clicking on the invoices button and selecting the required action.

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Invoice Copies



After selecting the email option from the invoice dropdown, you will see this screen pre-filled with your user email Id. In addition to that, you can add further email Ids then click on the Send button.

After this you will receive the Sales Invoice documents in your email inbox.

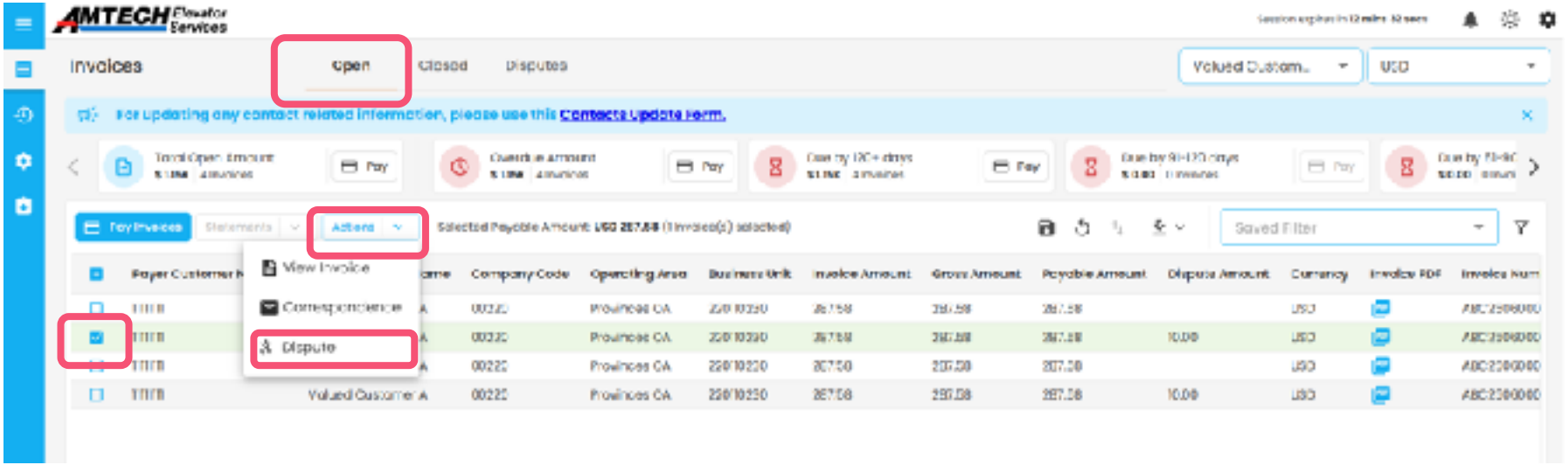
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SECTION 4

Create Disputes

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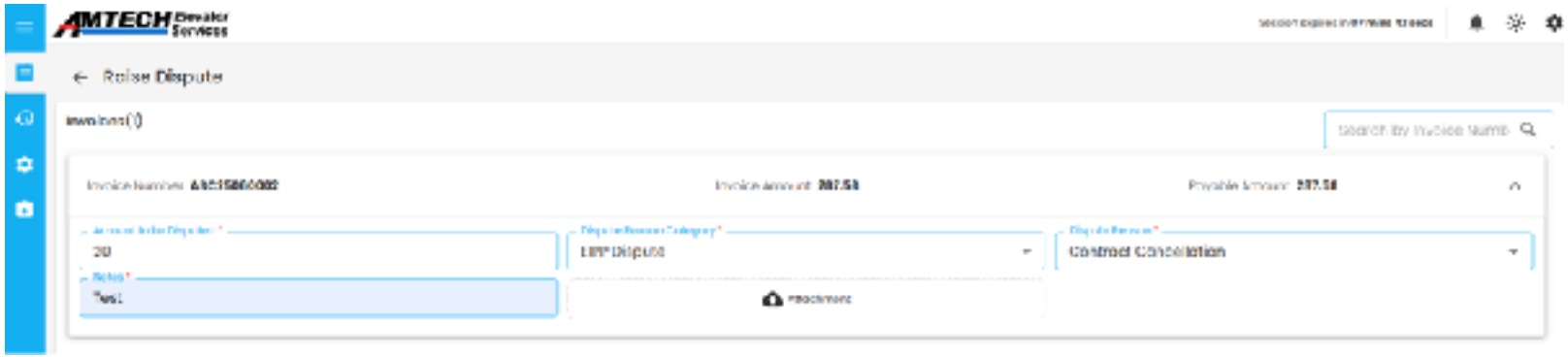
Create Disputes

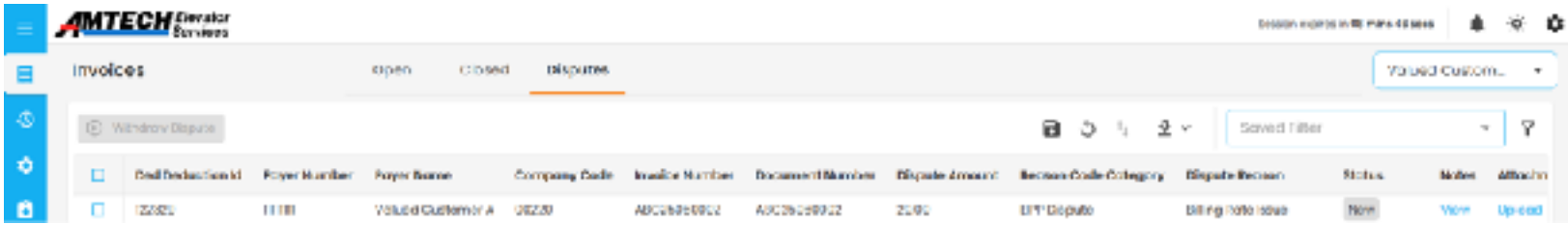


- Navigate to the Open Bills sub-tab under the Invoices tab to raise dispute on the invoice(s)
- Select the required invoice(s) by clicking the checkbox
- Click on Actions dropdown.
- Click the Dispute button to raise a dispute

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Disputes Tab





The above page is displayed to raise dispute against the invoice(s)

- Fill the required fields such as Dispute Reason, Amount to be Disputed, etc.
- Click the Raise dispute button to raise a dispute

Navigate to the Disputes sub-tab under the Invoices tab, to check the status of the disputes raised

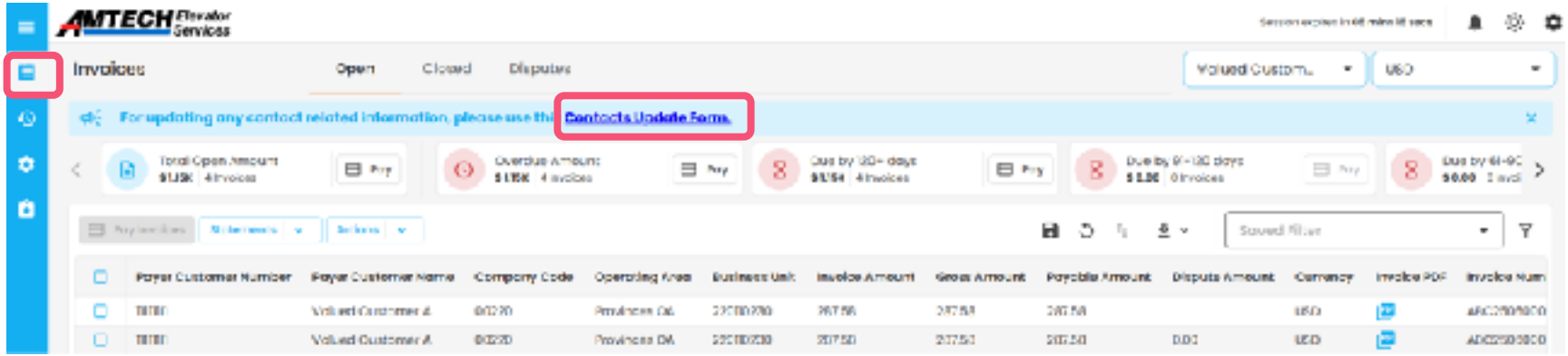
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SECTION 5

Contact Management

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Contact Management



Contact Management

Review and Manage all the contact-related information associated to your account.

- Navigate to the Administration sub-tab under the EIPP tab
- Users can view Contacts.

Have your contact details changed? Use the **Contact Update Form** to Update your Contact Information from the Open Invoice tab

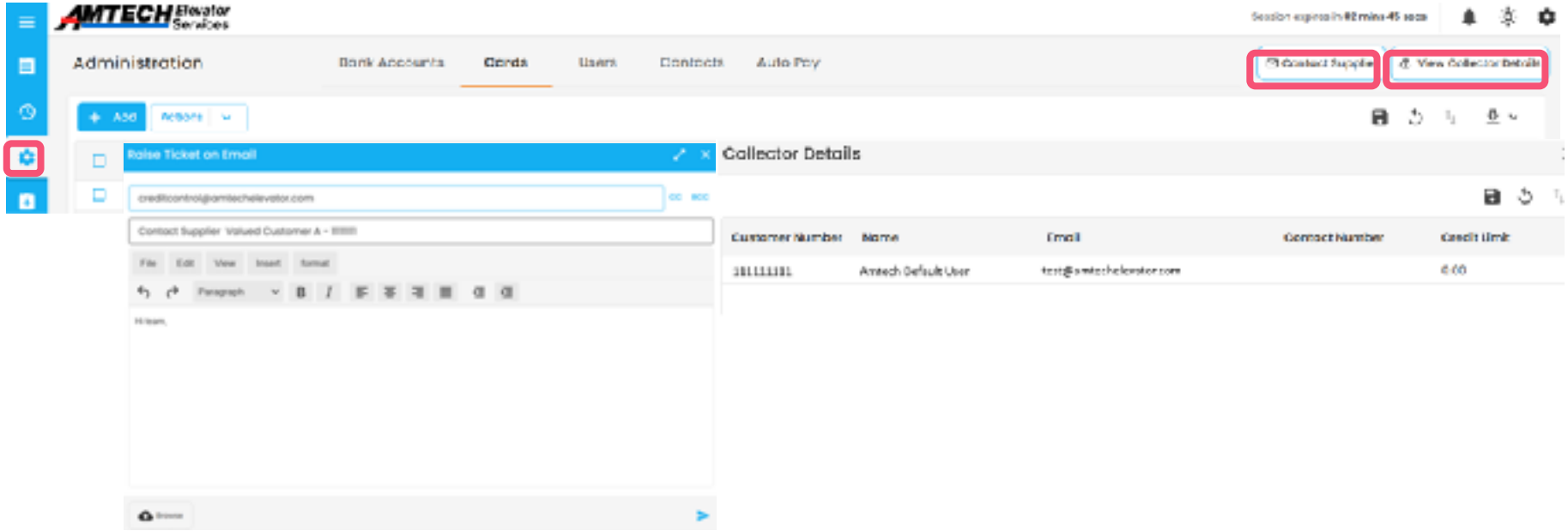
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SECTION 6

Support

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Get Support for Invoice-related issues



- You can contact your assigned collector directly in this Administration tab – click on Contact Supplier
- For questions on the payment portal, please contact NAARTEAM@amtechelevator.com or **(844-636-6847 – select option 5)**
- Use the “view collector Information” to see more details about your collector

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Get Technical Support



- For HighRadius technical issues send an email to **NAPORTALSUPPORT@amtech.com**
- We appreciate your business and look forward to offering an improved experience with HighRadius

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