

# 01

**Go to [customers.rjyoung.com](https://customers.rjyoung.com)**

- Enter your username and password
- click the "Log In" button

*\*If you need to request a login,  
click on "New User? Sign up now."*



**To access invoices chose one of the following:**

- 1. Recent (last 30 days)**  
Invoice(s) issued within last 30 days
- 2. All invoices**  
All open invoices with outstanding balances
- 3. History**  
All invoices (paid and outstanding)
- 4. Aging**  
All open invoices with outstanding balances  
past 30 days
- 5. Pay All**  
Pay all invoices with outstanding balances



**From invoice list:**

- Click "Pay" checkbox for invoices to be paid
- Click "Pay" button in bottom right indicating total payment amount

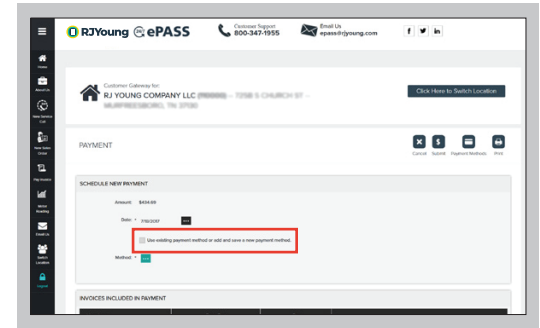


## 04

### Add Payment Method

#### Add Payment Method

- Click "Use new payment method"
- Complete New Method Payment form
- "\*" indicates required field
- Click "Next" button to enter card information on external secure site



## 05

### External Secure Site

#### From Net1 Payment Solutions site:

- Enter card number and expiration date
- Click "Submit" button
- Click "Close" button once credit card information has been saved

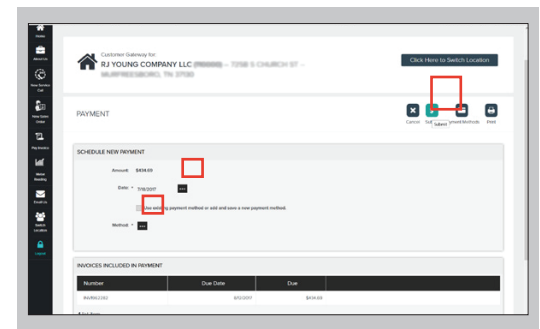


## 06

### Submit Payment

#### Submit Payment

- To schedule payment date, click [calendar icon] button and select desired date
- To change payment method, click [dropdown icon] and select desired payment choice
- Click "Submit" button (in top right)



## 07

### Payment Confirmation

#### Payment Confirmation

- Upon successful payment completion, Confirmation number will appear along with payment amount, payment date, payment method used and invoices included in payment