**Q. Where can I pay my bill?**
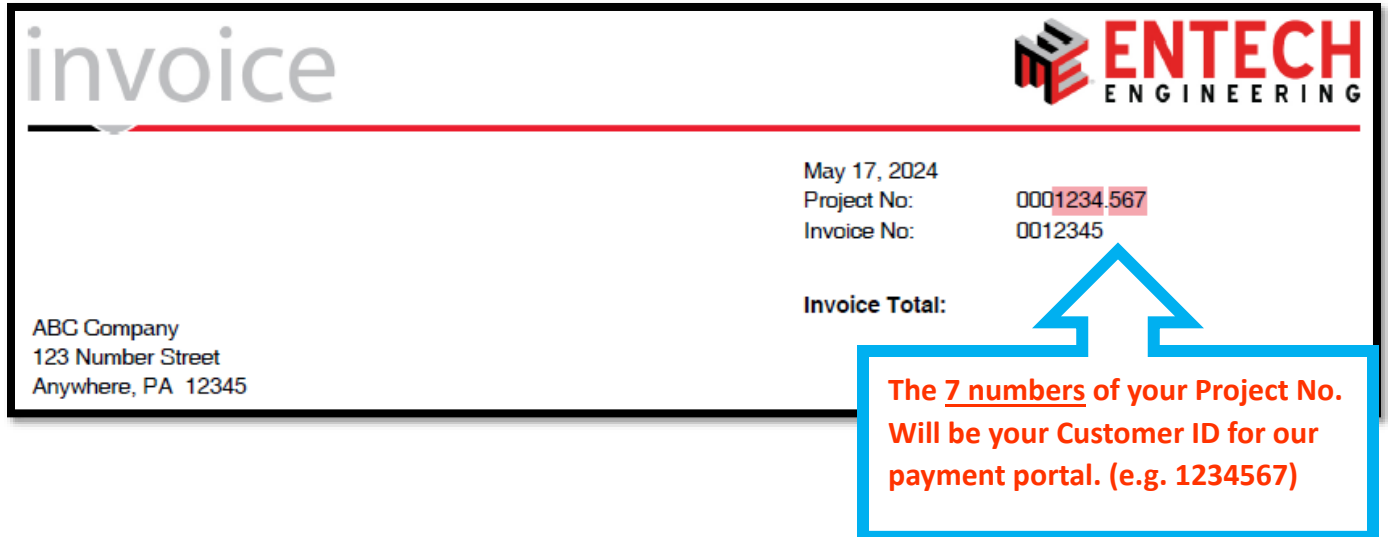A. www.entecheng.com/billpay

**Q. Do I need a Bill Pay account to make a payment?**
A. No. You can make your First Time Payment using only your Customer ID.

**Q. What is my Customer ID?**
A. Your customer ID will be the first 7 alpha characters of the Project No found on the top right corner of your invoice. You can disregard the 3 leading zeroes.
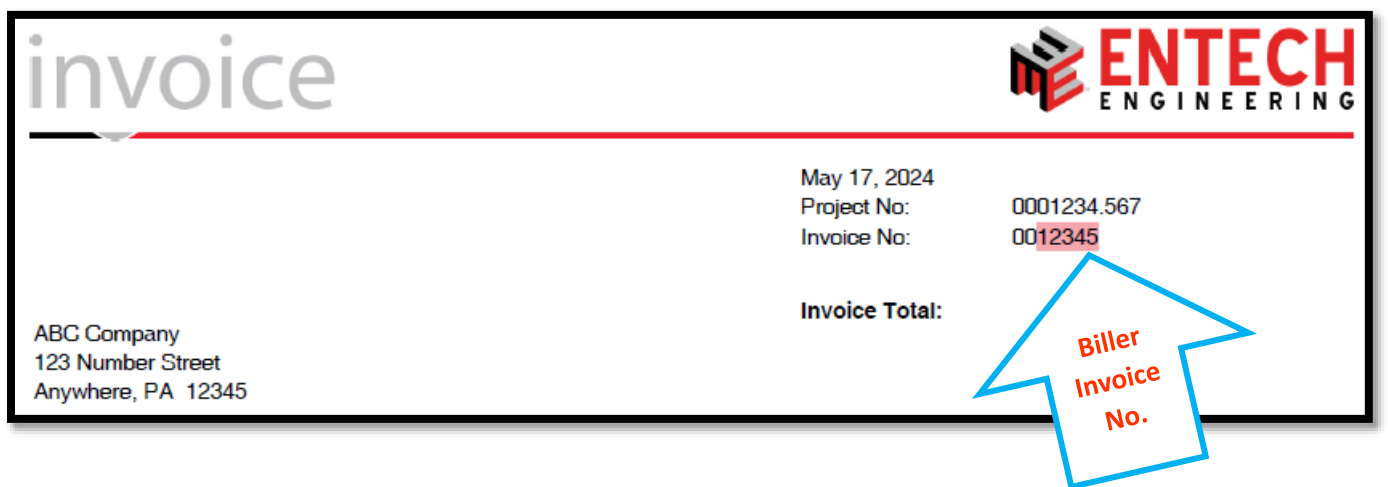


The **7 numbers** of your Project No. Will be your Customer ID for our payment portal. (e.g. 1234567)

**Q. Can I make a payment for multiple invoices?**
A. Yes, you will have to enter the total of all invoices in the payment amount.

**Q. What do I enter for my Biller Invoice Number?**
A. The Invoice number is found on the top right of your invoice. If you are paying multiple invoices please use a comma ( , ) to separate the invoice numbers.



Biller Invoice No.

**Q. Can I use a credit card to pay a premium?**
A. Yes, if you wish to use a credit card, you cannot do it online at the moment. Please contact accounting@entecheng.com to process the credit card. Please note there will be a 3% surcharge to cover the cost of credit card acceptance fees.

**Q. Should I create a Login ID?**
A. Yes! Select the Enroll link on the Payment Confirmation page and follow the prompts. Your business and payment information will be securely stored for use again later. You will be able to pay invoices, see your account status and review payment history all in one place.

# Confirmation

**Thank You!** Your payment has been made.

🖨 Print Confirmation Page

| | | |
|---|---|---|
| | **Payment Date** | 5/24/2024 |
| | **Payment Method** | *****3456 |
| ████ | **Total Payment** | $1.00 |

Payments confirmed before Friday, May 24, 2024 6:00 PM EST will be posted on Tuesday, May 28, 2024. Payments confirmed after Friday, May 24, 2024 6:00 PM EST will be posted on Wednesday, May 29, 2024.

If you have any further questions about payments to Entech Engineering Inc., please contact our office at 800-825-1372 Accounting.

| **Project Number** | **Confirmation #** | **Payment Amount** |
|---|---|---|
| 1234567 | 3100067442 | $1.00 |

Enroll With Your Current Information      Return to Home      Log Out

**Q. What if I forgot my password?**
A. Enrolled users should utilize the Password Help option from the landing page. The system will prompt you for your login ID and email address. An email with a link to reset the password will be sent. The link will expire in 24 hours.

**Q. What if I am "locked out" or "disabled" and cannot login?**
A. If you enter the incorrect password for your customer ID consecutive times, your account will be locked after the 3rd failed attempt. This is to keep your account safe. If you encounter this error message, contact accounting@entecheng.com for assistance.