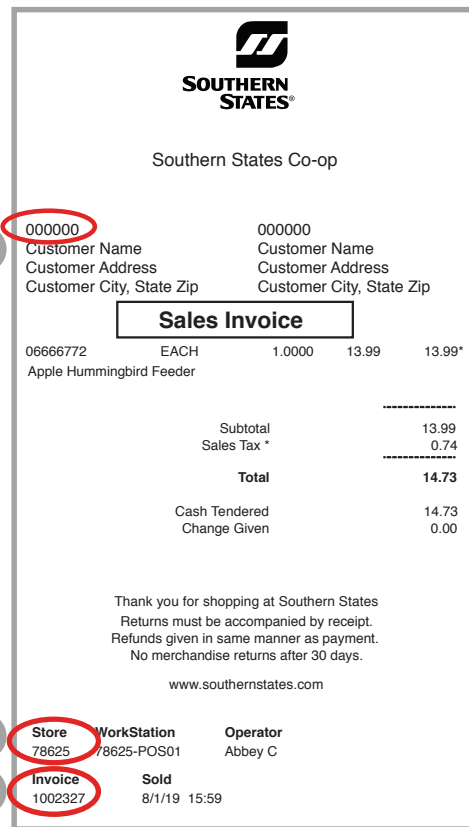


Simply sign up online using the receipt or delivery ticket from your most recent purchase.


**View Purchase History**

**Pay Statements Online**

**Receive Emailed Statements & Invoices**



### Access Your Account Menu:

1. Log in to your SouthernStates.com account
2. Select My Account > More Account Details
3. Select the Account you wish to maintain from the center of the page
4. Access the menu:
  - a. From a Mobile Device: Select the Menu icon 
  - b. From a Computer: the Menu is visible on the left side in the gray box
5. Follow the additional steps to sign up for Electronic Statements and more

### Sign Up for Electronic Statements:

1. Select Account > Update Profile from the menu
2. From a Mobile Device: scroll to the Statement/Invoice section.  
From a Computer, the Statement selection will be on the right
3. Select an option from the Statement dropdown menu
  - a. Electronic Statement – Your statements will appear under Purchases > Statements
  - b. Email Statement – Your statements will be emailed to you in addition to appearing on SouthernStates.com
4. Enter a Statement Email Address if you chose Email Statements
5. Check to accept terms and conditions
6. Select Save
7. Be sure to read all confirmations and select OK/Close when appropriate

Need Help? Call

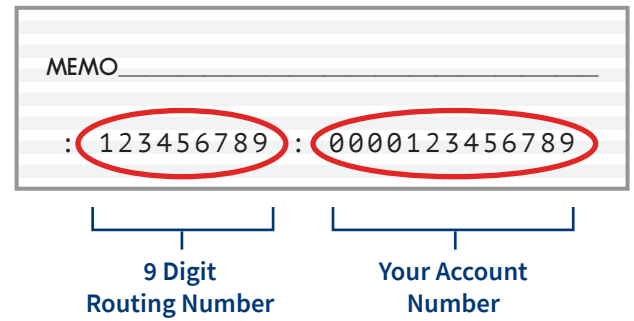
# 888-218-3339

For best results, be sure to use the most updated version of your internet browser

## Add ACH Payment Information:

1. Select Account > Update Profile from the menu
2. Scroll to ACH section halfway down the page
3. Enter the Name of Financial Institution
4. Enter the Name on Account
5. Enter the Address on Account
6. Enter the Routing Number
7. Enter the Checking Account Number
8. Enter the Checking Account Number Confirmation
9. Select the Bank Account Type from the drop-down
10. Check the box to accept Terms and Conditions
11. Enter the name of the Authorized Signer on Bank Account
12. Enter today's Date in MM/DD/YY format
13. Select Save
14. Be sure to read the confirmations and select OK/Close when appropriate

Your bank routing and account numbers can be located on the bottom row of your checks.



## Set Up an AR Payment:

1. Select Payments > Make a Payment from the menu
2. If you have both AR and Budget Billing accounts, you will be prompted to select Pay By Invoice
3. To pay individual invoices:
  - a. Select each individual invoice using the check box to the left of the invoice
  - b. As the payments are selected, the payment total is added and displayed at the top
4. To pay all outstanding invoices:
  - a. Check the Select All Invoices box
  - b. Payment total for all invoices will display at the top
5. Select the Schedule Payment button
6. Select the Payment date on the calendar and select Authorize
7. Select I Agree on the payment authorization page

## Set Up a Budget Billing Payment:

1. Select Payments > Make a Payment from the menu
2. If you have both AR and Budget Billing accounts, you will be prompted to select either Pay By Invoice or Budget Billing and select Continue
3. Enter a Payment Amount and select Continue. For the expected monthly payment amount, please refer to your statement
4. Select the Payment Date on the calendar and select Continue
5. A confirmation page displays the date and amount of your payment. Select I Agree to authorize the payment

Need Help? Call

**888-218-3339**

For best results, be sure to use the most updated version of your internet browser