Registering for Pay by Text A STEP BY STEP GUIDE

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From the Payment Portal, as a registered user, you will select the Edit button next to Pay by Text - OR - from the My Profile menu at the top of the screen, select Pay by Text.



From the Pay by Text page, you will select **Email and Text** from the dropdown menu.

#PP-04628 - MALKIN ANDREW &

Your Email Address
nripley@invoicecloud.com
e number including a
ny changes
ily clianges.
ny changes.

How would you like to receive invoice notifications? Your Email Address

 Email and Text
 •

 Your Mobile Phone Number *
 •

Message and data rates may apply. You may opt out of text delivery at any time by replying STOP to any Text message received from Invoice Cloud. Text HELP for more information. Message frequency varies. Contact customer support at (901) 737-8686. T-Mobile is not liable for delayed or undelivered messages. You will receive confirmation that your preference has been successfully updated.
 But you will complete the registration on your mobile phone.

Your Accounts		
#PP-04628 - MALKIN ANDREW &		
Your information has been updated s	uccessfully.	
Please check your mobile phone	and read the details in order to comple	e the registration process.
Please check your mobile phone	and read the details in order to complet	e the registration process.
Please check your mobile phone How would you like to receive invoic	and read the details in order to complete notifications? Your Email J	te the registration process.
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You will then receive a text message. Respond to this text by typing **OK**. You will receive a reply that indicates your Pay by Text registration is complete.



The Payment Portal dashboard shows the green check confirming your Pay by Text registration.

Your Account at a glance

I want to	Services	
Pay my invoices 🗲	C AutoPay	🖍 EDIT
View my payment history > View my scheduled payment history >	Paperless	🖍 EDIT
Manage my AutoPay settings > Manage my Paperless settings > Update my account information >	Pay By Text	×

