



## Jelinek Hardware Company Customer Accounts Online Guide

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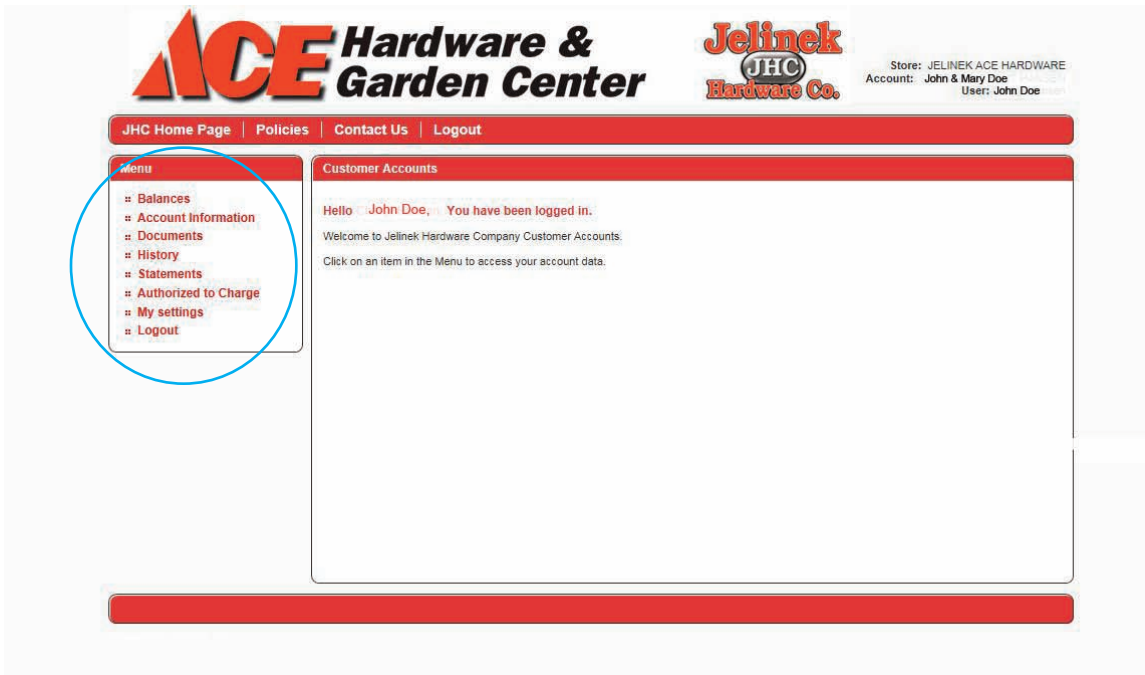
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November 2017

# Jelinek Hardware Company Customer Accounts

Use the Menu bar on the left to navigate the website.



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# Balances

From this page you may check your balance, view documents or send a question to the accounting department.

The screenshot shows the 'Balances' page for a user named John & Mary Doe. The page features a navigation menu on the left with options like 'Balances', 'Account Information', and 'Documents'. The main content area displays account details, a 'Pay Now' section with a 'Select Payment Amount' dropdown and a 'Continue' button, and an 'Aging Information' chart. The chart shows a single bar for 'Now' at 416.83, with other categories (Next, 1+, 31+, 61+, 91+) at 0.00. The current total due is \$416.83.

Category	Amount
Purchases Now Due	0.00
Due Next Statement	416.83
1-30	0.00
31-60	0.00
61-90	0.00
Ovr 90	0.00
<b>Current Total Due</b>	<b>\$ 416.83</b>

**Aging Information**

Category	Amount
Now	416.83
Next	0.00
1+	0.00
31+	0.00
61+	0.00
91+	0.00

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## Paying on a Balance

To pay online, use the drop down menu labled "Select Payment Amount".

The screenshot shows the 'Balances' page for John & Mary Doe. The 'Current Total Due' is \$416.83. A dropdown menu labeled 'Select Payment Amount' is highlighted with a red circle. Below the dropdown is a 'Continue' button. To the right, there is a table with payment details:

Last Payment Amount	\$ 549.83
Last Payment Date	10/30/2017
Last Statement Balance	\$ 549.83
Terms	NET 10TH

Below the table is an 'Aging Information' chart showing a bar for 'Due Next Statement' at 416.83.

Select payment amount from choices provided in drop down menu, "Current Total Due", "Last Statement Balance" or "Other Amount".

Click on "Continue". You will see the page displayed below. Click on the "PayPal Check out" button. This will take you to the log on page for PayPal.

***You may pay with a credit or debit card from the PayPal website.***

***\*\*\*\*\*A PayPal account is NOT required to make online payments.\*\*\*\*\****

The screenshot shows the 'Account Payments' page. A 'Payment Confirmation' box is highlighted with a red circle, containing the text 'Make a payment of \$ 416.83 on your account.' Below this is a 'PayPal Check out' button with the text 'The safer, easier way to pay'. At the bottom of the page, there is a PayPal logo and a row of payment method icons: MasterCard, VISA, American Express, DISCOVER, and BANK.

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## Pay with a Credit or Debit Card

At the PayPal log on page, you have the option to pay your balance by credit card, debit card or through a PayPal account.

**\*\*\*\*\*A PayPal account is not required to make online payments.\*\*\*\*\***

If you are paying by credit or debit card, complete the form and click “Pay Now” to remit payment. You will receive an email confirmation from PayPal with the details of your payment.

Jelinek Hardware

PayPal \$5.00 USD

PayPal Guest Checkout  
We don't share your financial details with the merchant.

Country: United States

Card number

Expires CSC

First name Last name

**Billing address**

Street address

Apt., ste., bldg.

City

State ZIP code

Ship to my billing address

**Contact Information**

Phone type: Mobile Phone number: +1

Email

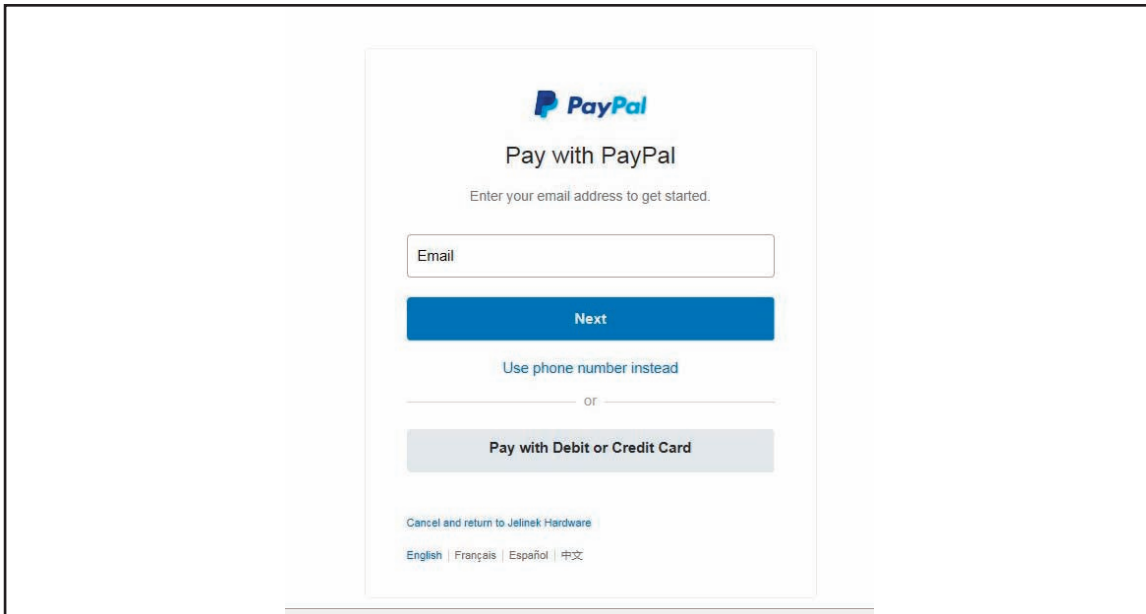
**Pay Now**

Cancel and return to Jelinek Hardware Policies Terms Privacy Feedback © 1999 - 2017 English

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## Paying via a PayPal Account

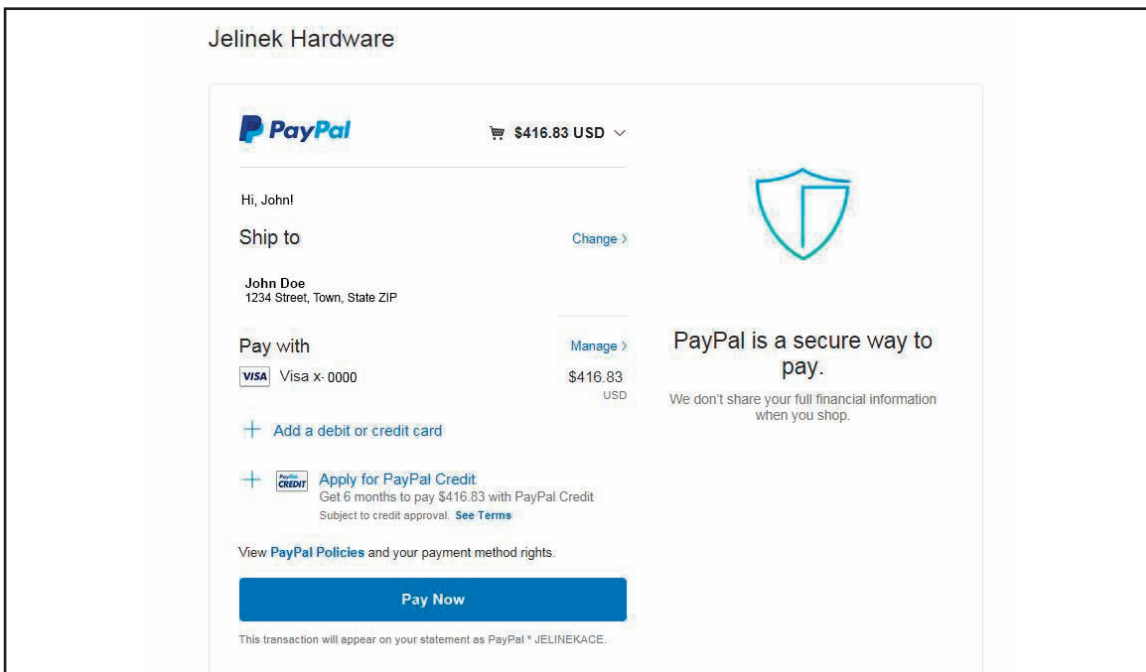
If you choose to pay through your PayPal account, log on to your account.



The screenshot shows the PayPal 'Pay with PayPal' interface. At the top is the PayPal logo. Below it, the text reads 'Pay with PayPal' and 'Enter your email address to get started.' There is an input field labeled 'Email'. A blue 'Next' button is positioned below the input field. Below the button, there is a link that says 'Use phone number instead'. Below that, there is a grey button labeled 'Pay with Debit or Credit Card'. At the bottom, there is a link 'Cancel and return to Jelinek Hardware' and a language selection menu with options: English | Français | Español | 中文.

After logging on, Jelinek Hardware information will appear on the PayPal page. Select your preferred method of payment and click on “Pay Now.”

The transaction will appear on your statement as PayPal\* JELINEKACE.



The screenshot shows the PayPal checkout page for Jelinek Hardware. At the top left is the PayPal logo and a shopping cart icon with the amount '\$416.83 USD'. Below the logo, it says 'Hi, John!'. There is a 'Ship to' section with a 'Change >' link. The shipping address is listed as 'John Doe, 1234 Street, Town, State ZIP'. There is a 'Pay with' section showing a 'VISA' card ending in 'x-0000' for '\$416.83 USD'. There are links for 'Add a debit or credit card' and 'Apply for PayPal Credit'. A security shield icon is on the right with the text 'PayPal is a secure way to pay.' and 'We don't share your full financial information when you shop.' At the bottom, there is a blue 'Pay Now' button and a note: 'This transaction will appear on your statement as PayPal\* JELINEKACE.'

When the transaction is completed, you will be automatically redirected back to Jelinek Hardware Company customers accounts.

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## Account Information

Your Account Information is available for review. You may message the accounting department from this page by clicking on “Send question to accounting department”.

The screenshot shows the 'Account Information' page. At the top, there are logos for 'ACE Hardware & Garden Center' and 'Jelinek JHC Hardware Co.'. The user's account information is displayed, including the name 'John & Mary Doe', account number '000000', and contact details like '1234 Street', 'Town, State', 'ZIP', 'Phone (123) 456-7890', and 'Fax'. A link labeled '[+] Send question to accounting department' is circled in blue. A blue arrow points from this link to the 'Account Information' menu item in the left sidebar. The sidebar also contains links for Balances, Documents, History, Statements, Authorized to Charge, My settings, and Logout. The top navigation bar includes 'JHC Home Page', 'Policies', 'Contact Us', and 'Logout'. The user's store and account details are shown in the top right corner.

The screen below appears after clicking on “Send a question” link.

The screenshot shows the 'Contact AR Department' page. The header and navigation elements are the same as in the previous screenshot. The main content area is titled 'Contact AR Department' and contains the heading 'Send a question to the accounting department'. Below this, there is a message: 'Please use this form to send your questions to our Accounting Department.' A text input field labeled 'Comments' is provided for the user to enter their question. Below the input field are two buttons: 'Send' and 'Cancel'. The left sidebar and top navigation bar remain the same as in the previous screenshot.

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## Documents

You are able to search for and access invoices through the Account Documents. You may search by date, document #, document type or PO#.

You may export the entire list of invoices to your computer. This file will download as a .csv file.

You may retrieve individual copies of invoices by selecting the desired document and clicking the .pdf image or the document number.

**ACE Hardware & Garden Center** | **Jelinek Hardware Co.** | Store: JELINEK ACE HARDWARE | Account: John & Mary Doe | User: John Doe

JHC Home Page | Policies | Contact Us | Logout

Menu: Balances, Account Information, Documents, History, Statements, Authorized to Charge, My settings, Logout

Account Documents

Start Date: 11/13/2017 | End Date: 11/13/2017 | Store: All Stores | Document #: | Document Type: All Types | PO #: | Search Documents | Export | Print

2,337 found, showing page 1 of 156 | Page: 1 2 3 4 5 > | 1 | Go

Date	Due	Type	DOC # / Ck #	PO	Amount	Store	Apply To	Reference
11/13/2017	12/10/2017	Invoice	104726		18.64	3	104726	
11/11/2017	12/10/2017	Invoice	104709		24.64	3	104709	
11/11/2017	12/10/2017	Invoice	104708		64.41	3	104708	
11/11/2017	12/10/2017	Invoice	104707		54.62	3	104707	
11/04/2017	12/10/2017	Invoice	104596		64.36	3	104596	
11/04/2017	12/10/2017	Invoice	104594		25.09	3	104594	
11/03/2017	12/10/2017	Invoice	104578		1.49	3	104578	
11/02/2017	12/10/2017	Invoice	104554		8.31	3	104554	
10/31/2017	12/10/2017	Invoice	104547		24.83	3	104547	

Clicking on the red document number will display the invoice as shown in the screen below.

**ACE Hardware & Garden Center** | **Jelinek Hardware Co.** | Store: JELINEK ACE HARDWARE | Account: John & Mary Doe | User: John Doe

JHC Home Page | Policies | Contact Us | Logout

Menu: Balances, Account Information, Documents, History, Statements, Authorized to Charge, My settings, Logout

Invoice - 104726

**Invoice 104726** | Print Document

GRAND ISLAND ACE HARDWARE  
1704 West 3rd Street  
Grand Island, NE 68803  
(308) 382-1874

Customer: John & Mary Doe 000000 | Job #: | Date/Time: 11/13/2017 9:51 AM  
Store: 3 | Clerk / User: JMB | Phone: (123) 456-7890

Bill To Address: John & Mary Doe, 1234 Street, Town, State, ZIP | Ship To Address:

Terms: NET 10TH | PO #: | Resale #: | Taxcode: 301 | Reference: | BankCard: | Salesperson: RJ | Authorized Charge: Doe, John | Other: | Charge: 18.64 | Check: | Change: | Cash: | Change:

Item	Description	Ord	UM	Units	Price	Ext
8710520	IAMS CAT HEALTHY ADULT 16 LB	1	EA	1	17.42/EA	17.42
Subtotal					17.42	
Tax				1.22		
Total						18.64

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# Account History

Search for documents by Date Range, Store, Transaction Type, Document number, Job, Total, PO number or Reference by clicking on the appropriate header in the red bar.

The screenshot shows the 'Account History' page for ACE Hardware & Garden Center. The page includes a navigation menu on the left with options like Balances, Account Information, Documents, History, Statements, Authorized to Charge, My settings, and Logout. The main content area has a search and filter section with fields for Start Date (08/13/2017), End Date (11/13/2017), Job (All Jobs), and Store (All Stores). There are also fields for Document #, PO #, and Item Code, along with a Search button. Below the search section is a table of account history entries. The table has columns for Date, Store, Type, Doc #, Job, Total, PO #, and Reference. The table shows 63 results, with the first page displaying 10 entries. A callout box points to the search and filter section with the text 'Select here for desired search.'

Date	Store	Type	Doc #	Job	Total	PO #	Reference
11/13/2017	3	Sale	104726		18.64		
11/11/2017	3	Sale	104709		24.64		
11/11/2017	3	Sale	104708		64.41		
11/11/2017	3	Sale	104707		54.62		
11/04/2017	3	Sale	104596		64.36		
11/04/2017	3	Sale	104594		25.09		
11/03/2017	3	Sale	104576		1.49		
11/02/2017	3	Sale	104554		8.31		
10/31/2017	3	Sale	104542		94.63		
10/30/2017	3	Sale	104512		15.92		

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# Account Statements

Search for current or past statements. Click on date to display desired statement.

**ACE Hardware & Garden Center** | **Jelinek Hardware Co.**  
 Store: JELINEK ACE HARDWARE  
 Account: John & Mary Doe  
 User: John Doe

JHC Home Page | Policies | Contact Us | Logout

**Menu**

- Balances
- Account Information
- Documents
- History
- Statements
- Authorized to Charge
- My settings
- Logout

**Account Statements**

Click on Date to see statement detail.

71 found, showing page 1 of 5 | Page: 1 2 3 4 5 > | 1 Go

Date	Amount
10/25/2017	549.83
09/25/2017	500.83
08/25/2017	290.71
07/25/2017	306.93
06/25/2017	2,537.19
05/25/2017	599.59
04/25/2017	1,359.11
03/25/2017	295.65
02/25/2017	620.77
01/25/2017	200.94
12/25/2016	896.17
11/25/2016	464.90
10/25/2016	455.33
09/25/2016	468.56
08/25/2016	129.14

71 found, showing page 1 of 5 | Page: 1 2 3 4 5 > | 1 Go

You may print statements from this screen.

**Viewing Statement for 10/25/2017** | Back | Print Statement

**REMITTANCE**

CLOSING DATE : 10/25/17

JELINEK ACE HARDWARE

John & Mary Doe  
Account 000000

**AMOUNT PAID**

NEW BAL: 549.83

Please return remittance with your payment. If you wish to pay specific items on the statement, please include a copy of your statement with the items marked.

**STATEMENT**

JELINEK ACE HARDWARE  
1704 WEST 3RD STREET  
GRAND ISLAND, NE 68803  
(308) 382-1674

CLOSING DATE: 10/25/17  
ACCT: 000000

John & Mary Doe  
1234 Street  
Town, State ZIP

Date	Ref	ST	C	Description	Debit	Credit	Amount
				PREV BALANCE	500.83		500.83
9/26/17	103964		I	INVOICE	5.41		5.41
9/26/17	103962		I	INVOICE	3.77		3.77
9/26/17	103964		I	INVOICE	10.80		10.80
9/27/17	104003		I	INVOICE	29.63		29.63
9/28/17	104026		I	INVOICE	30.05		30.05

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## Authorized to Charge

You may add or delete persons who are authorized to charge on your account.

To delete an authorized name, click on the red “X” by name you which to delete. You will be asked to Confirm or Cancel the deletion.

The screenshot shows the 'Authorized to Charge' page. At the top, there are logos for 'ACE Hardware & Garden Center' and 'Jelinek Hardware Co.'. Below the logos, there is a navigation bar with links: 'JHC Home Page', 'Policies', 'Contact Us', and 'Logout'. On the left, there is a 'Menu' with various options. The main content area is titled 'Authorized to Charge' and contains a search bar, a dropdown menu for 'Job' (set to 'All Jobs'), and a 'Go' button. Below this, it says '3 found, showing page 1 of 1'. A table lists the authorized contacts:

Actions	Name	Charge?	Phone	E-Mail	Title	Comment
	Doe, John	Y				
	Doe, Mary	Y				
	STATEMENTS 0001	N		dmdoe@email.com		

Below the table, it says '3 found, showing page 1 of 1'. A callout box with a blue border and text 'Click on red "X" to delete a name.' has an arrow pointing to the red 'X' icon in the first row of the table.

To add a Contact, click on the “Add Contact” link in the upper right corner of the screen.

The screenshot shows the 'Authorized to Charge' page, similar to the previous one. The 'Authorized to Charge' section is visible, showing the search bar, dropdown menu, and table of authorized contacts. A callout box with a blue border and text '+ Add Contact' has a blue circle around the link in the upper right corner of the main content area.

Complete the Authorization form with the necessary information. For Jelinek Hardware Co. purposes, only the name of the authorized individual and any pertinent comments are required. Click save to complete the form.

Both additions and deletions are effective immediately upon saving and will be reflected at the cash register.

The screenshot shows a web interface for Jelinek Hardware Co. The header includes the ACE Hardware & Garden Center logo, the Jelinek Hardware Co. logo, and user information: Store: JELINEK ACE HARDWARE, Account: John & Mary Doe, User: John Doe. A navigation bar contains links for JHC Home Page, Policies, Contact Us, and Logout. A left-hand menu lists options: Balances, Account Information, Documents, History, Statements, Authorized to Charge, My settings, and Logout. The main content area is titled 'Authorized to Charge' and features a 'Back' link in the top right corner. The form fields include: Name (text input), Authorized to Charge (dropdown menu with 'Yes' selected), Phone # (text input), Cell # (text input), Fax # (text input), Pager # (text input), E-mail (text input), Title (text input), and Comments (text input). At the bottom of the form are 'Save' and 'Cancel' buttons.

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## My Settings

My Settings allows you to update name, phone and/or fax number, email address and to change your password.

When form is complete, click "Confirm" to save your changes.

**ACE Hardware & Garden Center** **Jelinek Hardware Co.** Store: JELINEK ACE HARDWARE Account: John & Mary Doe User: John Doe

JHC Home Page | Policies | Contact Us | Logout

**Menu**

- ▣ Balances
- ▣ Account Information
- ▣ Documents
- ▣ History
- ▣ Statements
- ▣ Authorized to Charge
- ▣ My settings
- ▣ Logout

**My Settings**

**My Information**

Company: John & Mary Doe

Full Name:

Phone:

Fax:

Email Address:

**Login Information**

User Name:

Current Password:

New Password:

New Password (confirm):

**My Preferences**

Language:  ▾

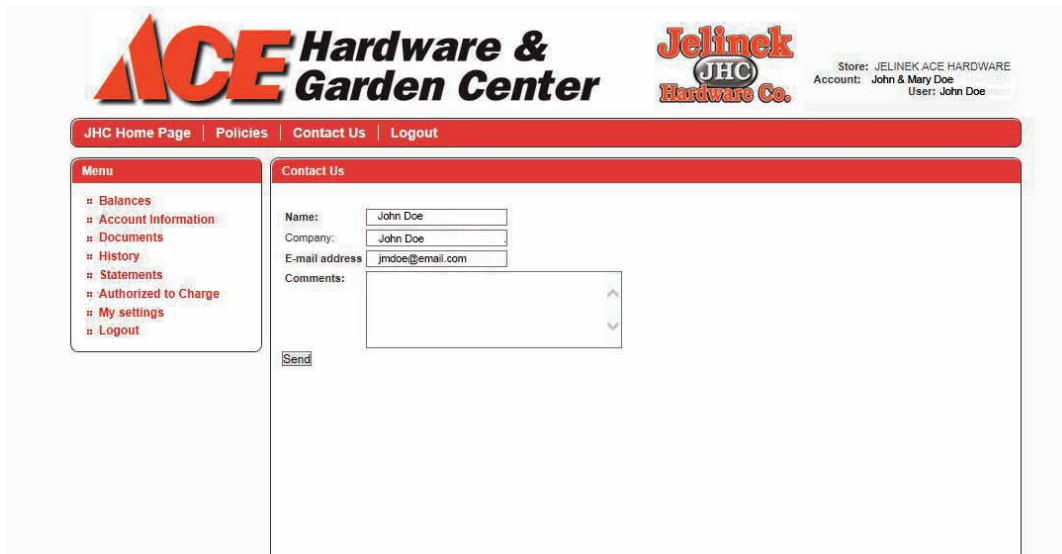
Results to show per page:

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## Other Features

Our Privacy policy and Retail Charge agreement are accessible through the “Policy” link.

Click on the “Contact Us” link from any page to send an email to our accounting department.



The screenshot displays the website interface for ACE Hardware & Garden Center. At the top left is the ACE logo, and at the top right is the Jelinek Hardware Co. logo. A navigation bar contains links for "JHC Home Page", "Policies", "Contact Us", and "Logout". The "Contact Us" page features a "Menu" on the left with options like "Balances", "Account Information", "Documents", "History", "Statements", "Authorized to Charge", "My settings", and "Logout". The main content area contains a "Contact Us" form with fields for Name, Company, E-mail address, and Comments, along with a "Send" button. The form is pre-filled with "John Doe" for Name and Company, and "jmdoe@email.com" for E-mail address. The Comments field is empty. In the top right corner, account information is displayed: "Store: JELINEK ACE HARDWARE", "Account: John & Mary Doe", and "User: John Doe".

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