

# PayNOW User Guide

## Introduction

Welcome to PayNOW—your seamless solution for managing payments effortlessly through the IMS website. This guide is designed to help you take full advantage of PayNOW's features, ensuring you can make real-time payments with ease and security.

## Key Features

- **Real-Time Payments:** Process payments instantly, eliminating the need to wait for invoices, and speeding up order fulfillment.
- **Secure Transactions:** Enjoy peace of mind with transactions backed by IMS's secure technology and commitment to customer satisfaction.
- **Efficient Payment Management:** Simplify your payment process, saving time and streamlining business operations.

## Getting Started with PayNOW

1. Accessing PayNOW
  - a. Login to [IMS Website @ https://www.integratedmedsys.com/customerportal](https://www.integratedmedsys.com/customerportal), enter credentials and click "Log In"
  - b. Navigate your Emailed Invoice (Three Options):
    - i. Select "Pay Now" to proceed to the PayNOW interface



- ii. Select “View PDF” to receive a printable invoice
  - 1. Select “Pay Online” to navigate to the PayNOW interface

**INVOICE # 10666479**  
 Invoice Date: 12/13/2023  
 Order No: 1476046  
 Order Date: 12/12/2023  
 PO Number: 12/12/2023

Integrated Medical Systems  
 594 Territorial Dr., Suite A  
 Bolingbrook, IL 60440  
 Ph: 800-755-3800  
[AR@integratedmedsys.com](mailto:AR@integratedmedsys.com)

**\$325.22**  
 Due 01/12/2024

[PayNOW](#)  
[View PDF](#)  
[View Invoice Detail](#)

**INVOICE 10666479**  
 INVOICE DATE: 12/13/2023  
 ORDER NO: 1476046  
 ORDER DATE: 12/12/2023  
 SALESPERSON: Alex Short  
 PO NUMBER: 12/12/2023

**Total Due: \$325.22**  
 Due: 01/12/2024

Pay Online at <https://paynow-dev-eus.gounified-nonprod.com/integratedmedsys>

BILL TO - CUST NO 105080	SHIP TO - 105080	ORDER INFO
<b>PharmcareOK of OKC</b> 6000 NW 2nd Street Suite 200 Oklahoma City, OK 73127 Phone: 405 603-7735 E-mail: Ordered By: Shanda Nelson	<b>PharmcareOK of OKC</b> 6000 NW 2nd Street Suite 200 Oklahoma City, OK 73127 Phone: 405 603-7735 E-mail: snelson@pharmcarecorp.com Ordered By: Shanda Nelson	<b>Terms: Net 30</b> <b>Pick Ticket: 3710577</b>

- iii. Select “View Invoice Detail” to review your itemized invoice
  - 1. Select “Pay Invoice” to navigate to the PayNOW interface

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 Order Date: 12/12/2023  
 PO No: 12/12/2023  
 Amount Due: \$325.22  
 Due Date: 01/12/2024

[Pay Invoice](#)

Bill To: PharmcareOK of OKC

Cust No: 105080  
 6000 NW 2nd Street Suite 200  
 Oklahoma City, OK 73127  
 phone: 405 603-7735  
 email:

Ship To (id: 105080)

PharmcareOK of OKC  
 6000 NW 2nd Street Suite 200  
 Oklahoma City, OK 73127  
 phone: 405 603-7735  
 email: snelson@pharmcarecorp.com  
 Ordered By: Shanda Nelson

Order Info

Pick Ticket: 3710577  
 Terms: Net 30  
 Order Number: 1476046

Tracking Number(s): [UPS Ground 1Z602895055822284](#)

**Line Items**

#	Item	Ordered	Invoiced	Remaining	U/M	Unit Price	Total Amount
1	TKY108 AlphaMap, Classroom Map w/handle 1/C	2	2	0	CS	\$89.65	\$179.30

Invoice Subtotal: \$179.30  
 Distribution Fee: \$5.38  
 Shipping: \$140.54  
 Tax: \$0.00  
 Invoice Total: \$325.22

Amount Paid: \$0.00  
 Amount Due: \$325.22

[Pay Invoice](#)

## 2. Making a Payment

### a. Select an Invoice:

- i. In the PayNOW interface, you will see a list of outstanding invoices.
- ii. Choose the invoice you want to pay by clicking on the invoice number.
- iii. Click “Process Payment” under the Submit Payment Section.

The screenshot displays the IMS PayNOW interface. At the top, there is a navigation bar with 'PayNOW - Open Invoices', 'Payment History', and 'Paid Invoices'. Below this, a yellow banner indicates 'Non-Production Environment'. The user's account information, '105080' and 'PharmcareOK of OKC', is shown. A section titled 'How should we apply your payment?' has radio buttons for 'Specific Invoice' (selected) and 'Lump Sum Payment (Apply To Oldest First)'. Below this is a 'Summary of Outstanding Invoices' section with a table showing aging buckets: Total (\$3,795.24), Current (\$0.00), 1-30 (\$0.00), 31-60 (\$0.00), 61-90 (\$0.00), and Over 90 (\$3,795.24). A table below lists individual invoices with columns for Invoicing Date, Due Date, Age, PO Number, Original Amount, Amount Due, and Amount To Pay. The last row, invoice 10666472, is selected. At the bottom, there are buttons for 'Select All', 'Unselect All', 'Select All Due', 'Unselect All Due', 'Download Selected Invoices', and a 'Total Payment Amount: \$325.22'.

Total	Current	1 - 30	31 - 60	61 - 90	Over 90
\$3,795.24	\$0.00	\$0.00	\$0.00	\$0.00	\$3,795.24

Invoicing Date	Due Date	Age	PO Number	Original Amount	Amount Due	Amount To Pay	Notes
10652733	10/27/2023	11/26/23	300	10/26/2023	\$1,726.04	\$1,070.11	
10652732	11/14/2023	12/14/23	282	11/14/2023	\$556.20	\$556.20	
10658411	11/02/2023	12/02/23	276	11/02/2023	\$1,991.51	\$1,991.51	
10659023	11/02/2023	12/02/23	274	11/02/2023	\$122.78	\$122.78	
10651454	12/1/2023	12/31/23	265	11/30/2023	\$133.44	\$133.44	
10666472	12/13/2023	1/12/24	253	12/12/2023	\$325.22	\$325.22	

### b. Enter Payment Details:

- i. Verify the details of the selected invoice.
- ii. Enter the payment amount if it differs from the total due.

### c. Choose Payment Method:

- i. Select your preferred payment method from the available options (e.g., credit card, bank transfer).
- ii. Enter the required details for the chosen payment method.

### d. Confirm Payment:

- i. Review all payment details for accuracy.
- ii. Click Confirm Payment to process the transaction.

## Troubleshooting & FAQs

### Common Issues:

- Unable to Log In:
  - Ensure you are using the correct username and password
  - If forgotten, click "Forgot Password?" for assistance
- Payment Not Processing:
  - Verify that all entered payment details are correct
  - Ensure sufficient funds are available in the chosen payment method

### Frequently Asked Questions (FAQs)

- Is PayNOW secure?
  - Yes, your payment information will be securely stored in a tokenized format within our PCI-compliant payment store. It will only be available to you, not to any other member of your company or anyone else paying invoices for your company. We do not store any payment information on your computer or within your browser.
- Can I schedule future payments with PayNOW?
  - Currently, PayNOW supports real-time payments only. Scheduled payments may be supported in future updates.
- Can I review my payment history?
  - Yes, you can view a comprehensive history of all transactions made by clicking on the Payment History Tab
- Who can I contact for support?
  - Reach out to our marketing team at [estevens@integratedmedsys.com](mailto:estevens@integratedmedsys.com)

## Conclusion

With PayNOW, managing your finances within the IMS website has never been easier or more secure. We hope this guide empowers you to utilize PayNOW's features to the fullest, enhancing your business's efficiency.

For further assistance or inquiries, please contact our support team—our dedication to your satisfaction is unwavering. Enjoy the streamlined convenience of PayNOW today!