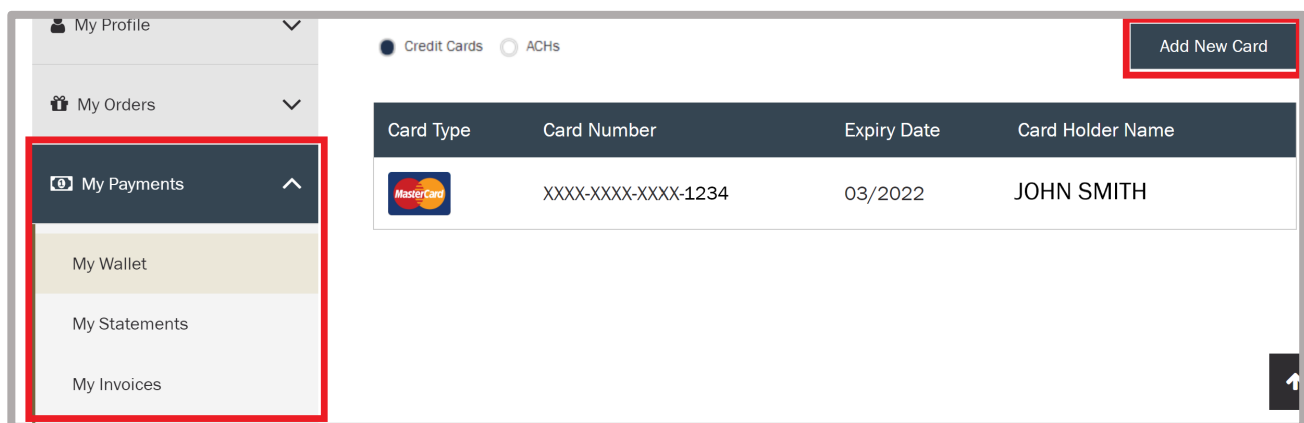


Larson-Juhl is pleased to provide customers with the ability to make invoice payments online, add or edit payment methods, and view/print/save statements and invoices all on [shop.larsonjuhl.com](http://shop.larsonjuhl.com)!

# no. 1 Payment Methods

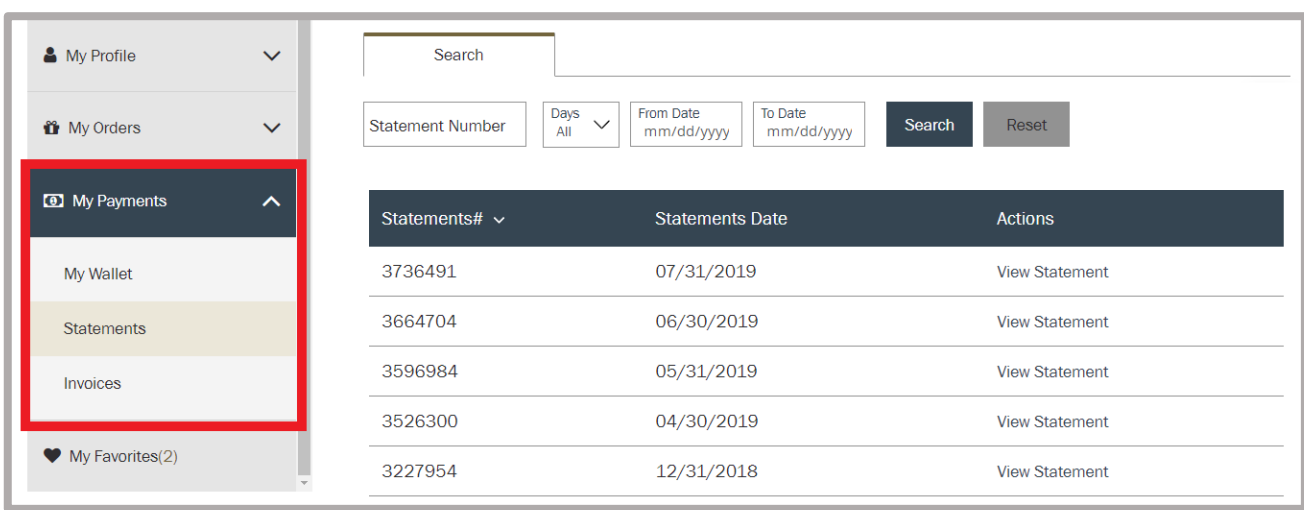
Customers are able to make payments using either a valid credit/debit card (Visa, MasterCard, and American Express) or ACH bank account depending upon their account's payment terms.

- You can view/add/delete new payment methods in **My Profile > My Payments > My Wallet**



# no. 2 View Invoices and Statements

You can now **View, Save, and Print** your Invoices and Statements on [shop.larsonjuhl.com](http://shop.larsonjuhl.com)



# no. 3 Paying Invoices

Pay invoices on the **My Invoices** page by checking the invoice(s) you want to make payments on and clicking **Pay** at the bottom of the page

- Successfully processed payments will reflect immediately on-screen and will also issue an email to the user submitting payment. Please note, it may take up to 48 hours for payments to reflect in your online account.
- Those paying invoices in full using ACH within 20 days of invoice date may take advantage of a prompt pay discount. Discount will only be applied to ACH payments that result in a 0.00 amount due; partial invoice payments are not eligible for the discount even if made within 20 days of invoice date.
- There is no discount if paying via Credit/Debit card.

The screenshot shows a web interface for 'My Payments'. On the left is a navigation menu with options: 'My Payments' (selected), 'My Wallet', 'My Statements', 'My Invoices', and 'My Favorites (0)'. The main area displays a table of invoices. The first three rows have unchecked checkboxes. The last two rows have checked checkboxes, which are highlighted with red boxes. Below the table is a 'Pay' button, also highlighted with a red box.

<input type="checkbox"/>	22047011	24056290	12/11/2020	12/08/2020	\$ 47.38	\$ 47.38
<input type="checkbox"/>	22047498	24064169	12/11/2020	12/11/2020	\$ 197.98	\$ 197.98
<input type="checkbox"/>	22051004	24064230	12/14/2020	12/11/2020	\$ 78.22	\$ 78.22
<input checked="" type="checkbox"/>	22055002	24064169	12/16/2020	12/11/2020	\$ 23.96	\$ 23.96
<input checked="" type="checkbox"/>	22061800	24079561	12/21/2020	12/18/2020	\$ 48.88	\$ 48.88

If you have any questions, please contact the Larson-Juhl Accounts Receivable Department at [AccountsReceivable@larsonjuhl.com](mailto:AccountsReceivable@larsonjuhl.com) or [1-800-833-0218](tel:1-800-833-0218)