

# **Acceo Transphere Procedure**

to consult the due balance  
and the invoices



# To view your due balance and unpaid invoices

- 1. Open one of the received emails: “CTAL – Votre facture #XXXXX est maintenant disponible”.
- 2. Click on “Consulter et payer ma facture”.

Can't see the email? Please check your junk mail.

CTAL - Votre facture n° 122288 est maintenant disponible

NR

no-reply@acceotransphere.com

À [redacted]

NOUVELLE FACTURE DISPONIBLE

CTAL  
600, Boul. A Paquette Bur.203  
Mont-Laurier, Québec, QC, J9L1L4  
Tél: 8196232825  
Site internet : [www.ctal.ca](http://www.ctal.ca)

FACTURÉ À [redacted]

CTAL utilise maintenant la plateforme sécurisée ACCEO Transphere pour vous transmettre vos factures et vous permettre de les payer en ligne.

Vous pouvez donc consulter, enregistrer, imprimer et payer vos factures en ligne.

Pour faciliter le paiement de vos factures, vous pouvez ajouter à votre portefeuille les cartes de crédit et les comptes bancaires que vous utilisez couramment.

Votre facture n° 122288 est maintenant disponible.

→

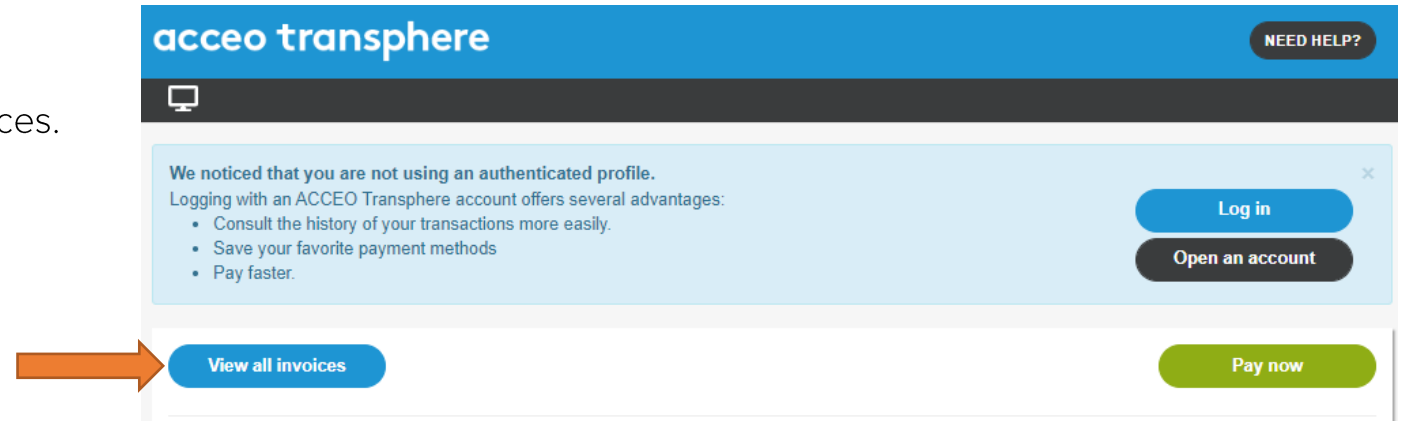
Consulter et payer ma facture

[redacted]


Si vous avez déjà effectué le paiement de cette facture, veuillez ne pas tenir compte de ce courriel.

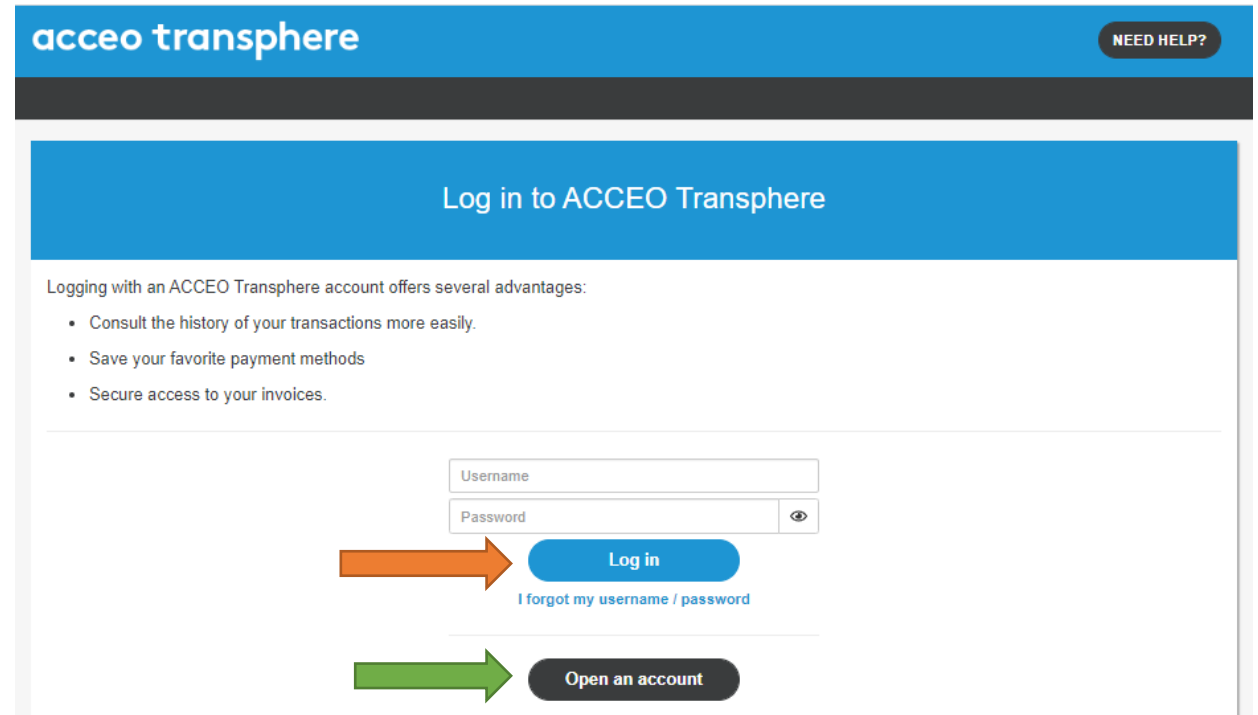
3. Click on "[View all invoices](#)".

This allow you to consult all your unpaid invoices.



4. Login to Acceo transphere

 If you are not registered, you will need to create a new account to view your previous invoices, payment history and due balance.

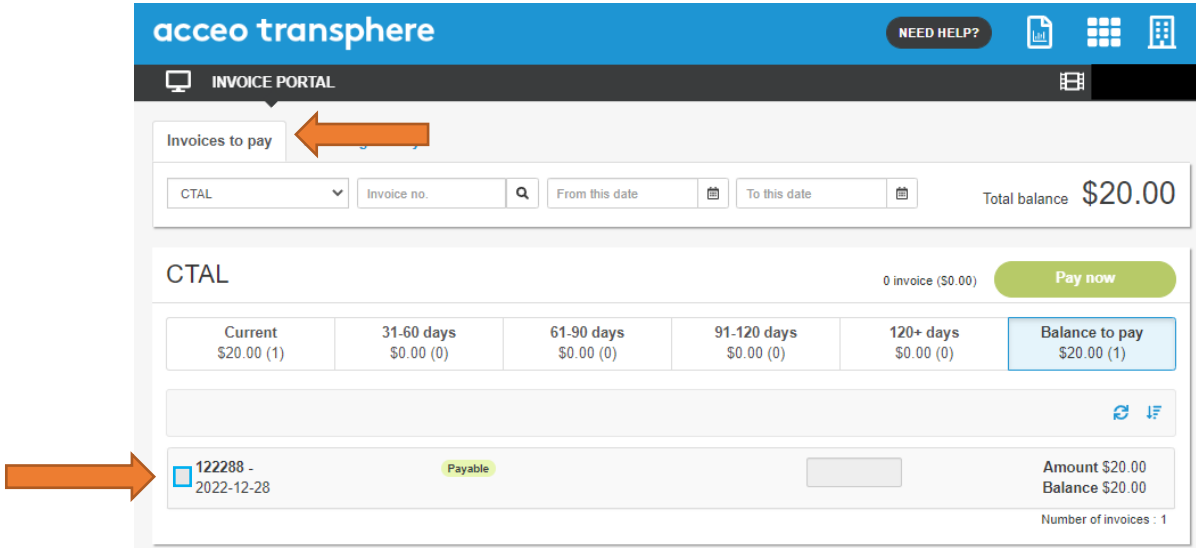


# View past due balances

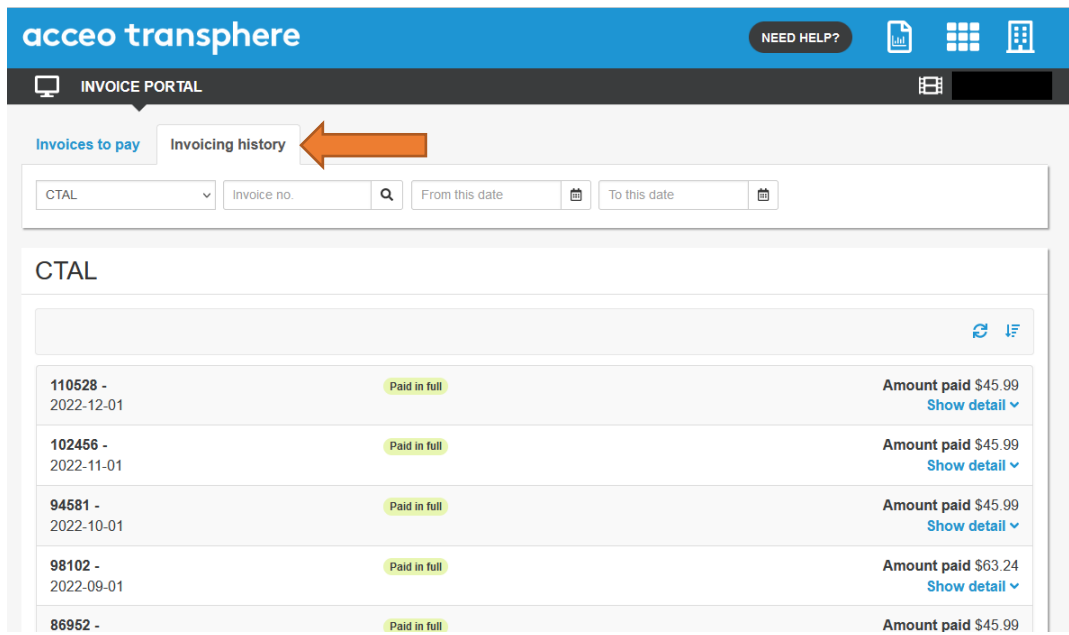
This step allows you to view all your invoices.

- 1. The "Invoices to pay" tab provides information on the due balance and details on invoices that have not been paid.

You can now select the invoices you wish to pay.



- 2. The "Billing History" tab gives you access to all invoices that have been paid.







# To make a payment


1. When your invoices are selected, click on the "Pay Now" tab

acceo transphere

NEED HELP?



 INVOICE PORTAL



Invoices to pay

Invoicing history

CTAL

Invoice no.

2022-12-14

To this date

Total balance \$20.00

CTAL

Pay now

Current	31-60 days	61-90 days	91-120 days	120+ days	Balance to pay
\$20.00 (1)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$0.00 (0)	\$20.00 (1)

☒

122288 -  
2022-12-28

Payable

Amount \$20.00  
Balance \$20.00

Number of invoices : 1

2. You are now ready to make your payment.

You can pay your invoices via your bank account or via your credit card.  
Complete the required information and then click on "Pay".

The screenshot shows the 'acceo transphere' payment interface. The top navigation bar is blue with the logo on the left, a 'NEED HELP?' button, and icons for a document, a grid, and a building. Below the navigation bar is a dark grey bar with a filmstrip icon and a black rectangle. The main content area is divided into two columns. The left column, titled 'Invoice information', contains the following details: Supplier (CTAL), address (600, Boul. A Paquette Bur.203, Mont-Laurier, Québec (QC), J9L1L4), phone (819) 623-2825, website (www.ctal.ca), and accepted payment methods (bank, MasterCard, VISA, American Express). Below this is the 'Invoice to pay' section showing 'No. : 122288' and '\$20.00'. The right column, titled 'Payment methods', has two sections: 'Bank accounts' with a radio button and a grey input field, and 'Credit cards' with a radio button selected for 'Other credit card'. Below these are input fields for 'Card number', 'Expiry date (MM/YY)', 'CVV', and 'Cardholder name'. At the bottom of the right column are two buttons: 'Pay' (green) and 'Return to invoice' (blue). Orange arrows point from the 'Supplier' section to the 'Bank accounts' section, from the 'Accepted payment methods' section to the 'Credit cards' section, and from the 'Pay' button to the 'Pay' button.

**acceo transphere** NEED HELP?

**Invoice information**

**Supplier**  
CTAL  
600, Boul. A Paquette Bur.203  
Mont-Laurier, Québec (QC), J9L1L4  
Phone: (819) 623-2825  
Website: [www.ctal.ca](http://www.ctal.ca)

Accepted payment methods

**Invoice to pay**  
No. : 122288 \$20.00

**Payment methods**

**Bank accounts**  
☐ [Grey box]

**Credit cards**  
☒ Other credit card

• Card number  
[Input field]

• Expiry date (MM/YY) • CVV  
[Input field] [Input field]

• Cardholder name  
[Input field]

**Pay** **Return to invoice**