CONSULT BALANCE DUE AND INVOICES

From the Acceo transphere platform

C-ta

- 1. Open the e-mail from "<u>CTAL Votre facture #XXXXX est</u> <u>maintenant disponible</u>"
- 2. Click on '<u>Consulter et payer ma facture</u>" if you don't see this tab, download the e-mail images.

NOUVELLE FACTURE DISPONIBLE	
Cetal Se connecter pour mieux vivre	600-203, boulevard Albiny-Paquette Mont-Laurier (Québec) J9L 1L4 819 623-2825 1 833 623-2825 info@ctal.ca ctal.ca
CTAL 600, Boul. A Paquette Bur.203 Mont-Laurier, Québec, QC, J9L1L4 Tél: 8196232825 Site internet : <u>www.ctal.ca</u>	FACTURÉ À
Votre facture n° XXXXX est maintenant disponible. Consulter et payer ma facture https://hir-transphere.acceo.com:443/hir-sv/rest/1.0/workflowprov bc7c-fa2b1cc1fa13	cesses/redirect/101-6868717-2f3cb664-7e32-4edf-
Si vous avez déjà effectué le paiement de cette facture, veuillez Inscription aux prélèvements automatiques Guide d'utilisateur – Procédure ACCEO Transphere Des questions? <u>Ctal.ca</u>	e
	ACCEO Solutions inc.

The next step gives you access to all your invoices.

For instructions in English click at the bottom of the page

This takes you directly to the "**Invoice to pay**" tab, which gives you information on the balance to be paid, as well as details of invoices that have not been paid.

The **total balance** includes all invoices due. From this table, you can view invoice details or select the invoices you wish to pay. (see next step)

Invoices sent to the address have been linked to the profile X Log in to this profile to access/manage the wallet and pay by bank transfer.					
		Log	y in		
Invoices to pay	Invoicing history				
Invoice no.	Q From this date	To this date			iotal balance \$443.47
CTAL				0 invoice (\$0.00)	Pay now
Current \$113.60 (1	31-60 days 1) \$111.41 (1)	61-90 days \$109.23 (1)	91-120 days \$109.23 (1)	120+ days \$0.00 (0)	Balance to pay \$443.47 (4)
					S ti
376660 2025-02	- ⊠ 2-01	Payable			Amount \$113.60 Balance \$113.60
365349 2025-01	- 1-01	Payable			Amount \$111.41 Balance \$111.41
354030 2024-12	- ⊠ 2-01	Payable			Amount \$109.23 Balance \$109.23
342243 2024-11	- 🖂 1-01	Payable	[Amount \$109.23 Balance \$109.23
					Number of invoices : 4

*You can view your invoices at any time, without having to register for the Acceo platform, by sending us an e-mail.

To consult invoice details

• Click in the space of one of the invoices

376660 - ⊠ 2025-02-01	Payable	Amount \$113.60 Balance \$113.60
365349 - 2025-01-01	Payable	Amount \$111.41 Balance \$111.41
354030 - ⊠ 2024-12-01 2024-12-01	Payable	Amount \$109.23 Balance \$109.23
□ 342243 - ⊠ 2024-11-01	Payable	Amount \$109.23 Balance \$109.23
		Number of invoices : 4

A window will open showing the details of the selected invoice.

View all invoices 30 invoices not viewed					P	ay now
< < of 1 > >	- + Automatic Zoom >					0 0 e D
C-ta Coperative de técommunication	600, boul. Albiny-Paquette, bureau 203 Mont-Laurier, 19L 1L4 info@ctol.ca 819 623-CTAL (2825) Pour plus d'informations : ctal.ca	Fact Délai	ure : : Net 30 jours -	2025-01-01 2%/mois	365349	
Memi detai	ber contact Is		TếL:	Prix	Total	
INTERNET 60/60			1	70 000	70.00	
Période du 1er au 31 janvier 202 TÉLÉPHONIE RÉSIDENTIELLE Période du 1er au 31 janvier 202 Tww.mminiers au 31 janvier 202	25 25		1	25.000	25.00	
FRAIS DE RETARD	use au forfait telephonie		1	2.180	2.18	
VOTRE SOLDE À PAYER au 31 dé	c. 2024 excluant cette facture, est de 218,46\$					
	Consult the	invoice PDF				

To pay one or more invoices due

Select the invoices you wish to pay click on Pay now

CTAL				4 invoices (\$443.47)	Pay now
Current \$113.60 (1)	31-60 days \$111.41 (1)	61-90 days \$109.23 (1)	91-120 days \$109.23 (1)	120+ days \$0.00 (0)	Balance to pay \$443.47 (4)
					₿ 4F
376660 - ⊠ 2025-02-01	Payable			\$113.60	Amount \$113.60 Balance \$0.00
365349 - 2025-01-01	Payable			\$111.41	Amount \$111.41 Balance \$0.00
354030 - ⊠ 2024-12-01	Payable			\$109.23	Amount \$109.23 Balance \$0.00
342243 - ⊠ 2024-11-01	Payable			\$109.23	Amount \$109.23 Balance \$0.00
					Number of invoices : 4

A payment page opens with the selected invoices

Invoice information	Payment methods
Supplier	Bank transfers
CTAL	Invoices sent to the address have been linked to the profile of
600, Boul. A Paquette Bur.203 Mont-Laurier, Québec (QC), J9L1L4	Log in to this profile to access/manage the wallet and pay by bank transfer.
Phone: (819) 623-2825 Website: www.ctal.ca	Log in
Accepted payment methods 🏛 🚭 VISA 🚟	
Invoices to pay	Credit cards
No. : 376660 \$113.60	Card number
No. : 365349 \$111.41	• Evolution date (MM/VV)
No. : 354030 \$109.23	
No. : 342243 \$109.23	Cardholder name
Total amount to pay \$443.47	Email to send the receipt
	Pay Return to invoice statement
	SECURITY AND CONFIDENTIALITY All transactions performed in ACCEO Transphere are secure. All personal information that you enter is treated with the strictest confidentiality in accordance with our policy.
	secure electronic in a data di mar ano data connocinality, il accordance mili du policy. payment processing

Proceed to payment

- Attention to make a payment **by credit card**, please fill in the required information and click on Pay. (You cannot make recurring payments with your credit card).
- To make a payment through <u>your banking institution</u> or to register your credit card information, you must first register on the ACCEO Transphere platform by clicking on Open an account.
- Once you have registered, you can log in by clicking on Log in.

Invoice information	Payment methods
Supplier CTAL 600, Boul. A Paquette Bur.203 Mont-Laurier, Québec (QC), J9L1L4 Phone: (819) 623-2825	Bank transfers In order to pay by bank transi to Log in Copen an account.
Accepted payment methods Invoices to pay	Credit cards • Card number
No. : 376660 \$113.60	
No. : 365349 \$111.41	Expiry date (MM/YY) CVV
No. : 354030 \$109.23	
No.: 342243 \$109.23	Cardholder name
Total amount to pay \$443.47	Email to send the receipt
	Pay Return to invoice statement
	Secure tectronic payment processing secure tectronic payment proce

Once you've registered on the ACCEO Transphere platform, all you have to do is enter your chosen login and password to access the bank payment system.



Link : How to register on the ACCEO Transphere platform

Consult your billing history

- To view archived invoices, click on the **Billing History tab**.
- Then select the invoice by clicking in its space.
- Only invoices that have been paid in full are listed in the billing history. Any outstanding balances or new invoices are listed in the Bills **Payable tab**.

Invoices to pay	Invoicing history	
Invoice no.	Q From this date Image: Control of the state	
CTAL		
330340 - 2024-10-01	Paid in full	Amount paid \$113.60 Show detail ~
318649 - 2024-09-01	Paid in full	Amount paid \$111.41 Show detail Y
307173 - 2024-08-01	Paid in full	Amount paid \$109.23 Show detail *
295749 - 2024-07-01	Paid in full	Amount paid \$109.23 Show detail Y
284372 - 2024-06-01	Paid In full	Amount paid \$113.60 Show detail Y
273479 - 2024-05-01	Paid in full	Amount paid \$111.41 Show detail Y
262865 - 2024-04-01	Paid in full	Amount paid \$109.23 Show detail Y
252493 - 2024-03-01	Paid in full	Amount paid \$109.23 Show detail Y
242417 - 2024-02-01	Paid in full	Amount paid \$113.60 Show detail ~
232248 - 2024-01-01	Paid in full	Amount paid \$54.61 Show detail Y
		Number of invoices : 35