CONSULT BALANCE DUE AND INVOICES

From the Acceo transphere platform
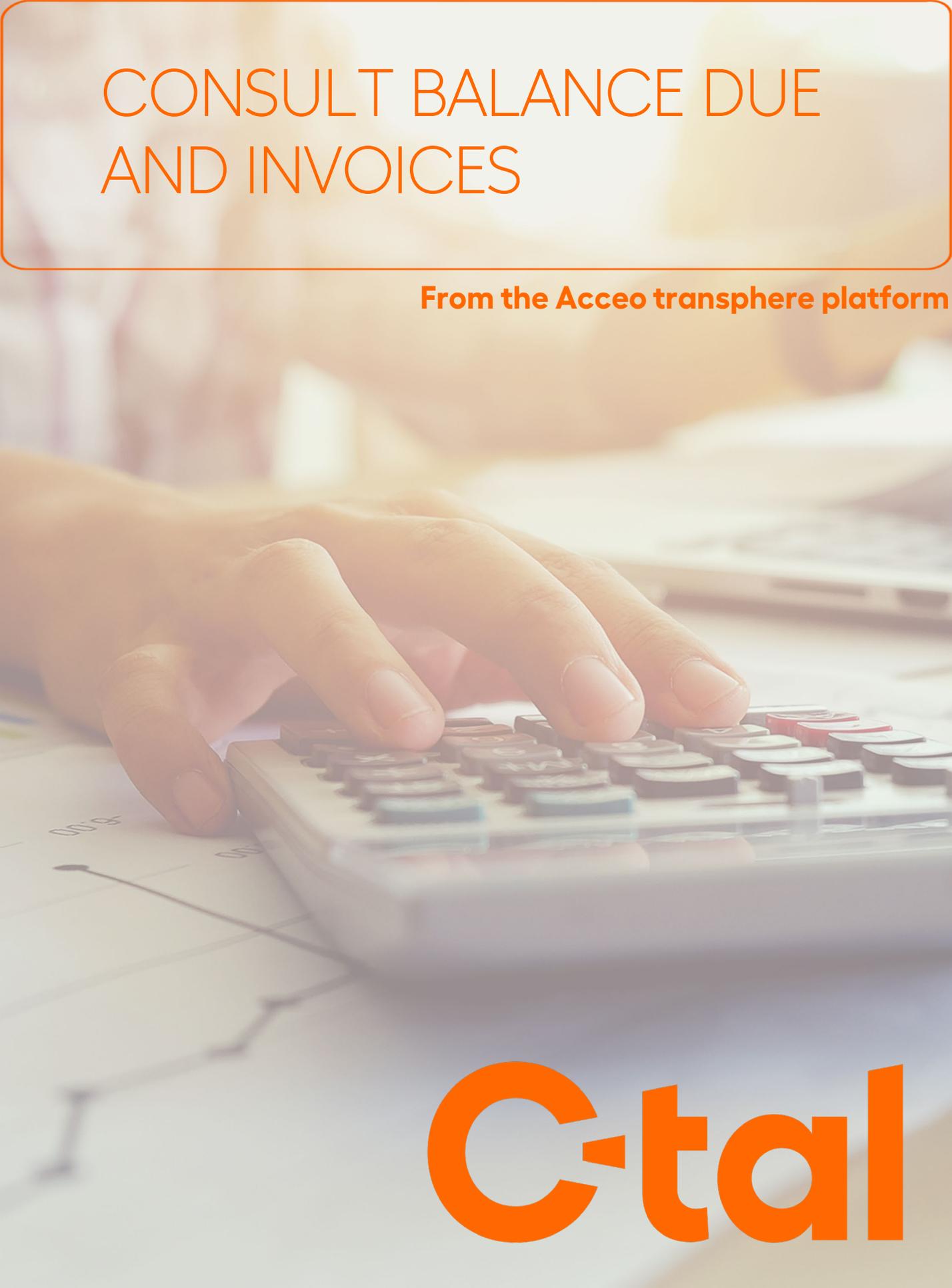
C-tal

1. Open the e-mail from ''<u>CTAL - Votre facture *#XXXXX* est maintenant disponible</u>''

2. Click on ''***Consulter et payer ma facture***'' if you don't see this tab, download the e-mail images.

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)

*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

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

To pay one or more invoices due

- Select the invoices you wish to pay click on **Pay now**

- A payment page opens with the selected invoices

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 **your banking institution** 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

Supplier

CTAL

600, Boul. A Paquette Bur.203
Mont-Laurier, Québec (QC), J9L1L4

Phone: (819) 623-2825
Website: **www.ctal.ca**

Accepted payment methods

Invoices to pay

No. : 376660	$113.60
No. : 365349	$111.41
No. : 354030	$109.23
No. : 342243	$109.23
Total amount to pay	$443.47

Payment methods

Bank transfers

In order to pay by bank transfer to account.

Log in

Open an account

Credit cards

- Card number

- Expiry date (MM/YY) - CVV

- Cardholder name

- Email to send the receipt

Pay   **Return to invoice statement**

Payments by bambora
secure electronic payment processing

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.

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.

Log in to ACCEO Transphere

Logging with an ACCEO Transphere account offers several advantages:

- Consult the history of your transactions more easily.
- Save your favorite payment methods
- Secure access to your invoices.

Username
Password

Log in

I forgot my username / password

Open an account

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**.