

— SIGN UP TODAY FOR —
CITY LINE PAY
—
OUR ONLINE PAYMENT PORTAL

Pay your invoices online quickly and easily with City Line Foodservice’s new online payment portal!

- Register today with a simple 2-step process
- Access your account balance and invoice account information 24/7/365
- Manage multiple customer accounts or locations with just one login
- Pay online with ACH payments and link information safely and securely from multiple bank accounts

Visit <https://citylinefoods.com/payment-portal/> and click “CL PAY HERE” in the middle of the page to get started!

You may also find instructions about the set up process if you click the “REGISTRATION INSTRUCTIONS” button. It will open up a separate window with the instructions.

SIGN UP FOR CITY LINE PAY TODAY!

Now you can pay your invoices online quickly and easily with City Line’s online payment portal! Simplify your payments today!

Click here to Login:



Click here for registration information:

REGISTRATION INSTRUCTIONS

Note: You will need your City Line customer number and ZIP code of the business to authenticate your registration



City Line Pay: Registration Process

Note: City Line Pay will allow you to manage multiple linked accounts with just one registration.

Registering on the City Line Payment portal is a 2-step process:

1. **Register:** Creates a portal user account
2. **Activate:** Connects the new portal username to a specific Customer on file.

Step 1: Register

1. Visit <https://citylinefoods.com/payment-portal/> and click “CL PAY HERE” in the middle of the page.
2. Click on the Register tab on the login screen and enter the information requested.

The screenshot shows the registration form with the following fields and callouts:

- First Name:** Input field with placeholder "First Name".
- Last Name:** Input field with placeholder "Last Name".
- Username:** Input field with placeholder "Username". Callout: "This will be the username you use to login to the portal".
- Email:** Input field with placeholder "Email". Callout: "This is where you want the Activation email to be sent to. (Not necessarily the same email you have on file with us)".
- Repeat Email:** Input field with placeholder "Repeat Email".
- Password:** Input field with placeholder "Password". Callout: "8 Characters Minimum".
- Repeat Password:** Input field with placeholder "Repeat Password".
- Activate:** Button at the bottom right. Callout: "Then click here. An Activation email will be sent to the email address above so you can complete Step 2."

3. After you click Activate, you will see this message:

An activation email has been sent to your email address and should arrive shortly.

[Return To Login](#)

4. Your activation email should arrive in moments. Be sure to check your Spam folder!



Step 2: Activate

1. Upon your receipt of the Activation email, click on “Activate Your Account” link.

Welcome to the Smart Pay. Please click the link below to activate your account. Once your account has been activated, you will be asked to provide some information so that we can link your account to City Line Distributors.

[Activate Your Account](#)

In the event the above link does not work, you may copy and paste this url into your browser.

https://portal2.finirdc.com/en/183314/register/activate?u=mmmfu8CirC8mGOX7MOsQg**&y=zIpF0V0TnERnJpD4Dq9JL9L0uJLx0e13PKpSzC45xdG07oQhYh2eMmdUAUdSd27U

Once linked, you may submit payments to City Line Distributors with your bank account. We can easily and securely save your payment information for future payments.

The Financial Transmission Network, Inc. Team

2. Two (2) pieces of information will be required to authenticate you to the portal system and connect your new username to your customer account on file:
 1. Customer ID number (5-digit number. It is visible on the invoice, or account statement)
 2. Zip Code of the business

The screenshot shows a web form for account activation. It contains four input fields: 'Customer Id', 'Zip Code', 'User Name', and 'Password'. Below the fields is a checkbox for 'Terms of use' and an 'Activate' button. Two red callout boxes with arrows point to the 'User Name' field and the 'Activate' button. The first callout says 'This is the username and password you entered in Step 1'. The second callout says 'Click the Activate button. This will complete your activation and take you right into the portal dashboard.'

3. Ensure you check the box that you have Read Terms of Use.
4. Click “Activate”.

City Line Pay: Setting Up Payment Online Details

Once the account is activated and you logged in:

1. Click on Payment Methods at the top of the screen

The screenshot shows the City Line Pay dashboard. At the top, there are three buttons: 'Invoice', 'Payment History', and 'Payment Methods'. The 'Payment Methods' button is highlighted in dark grey and has a red arrow pointing to it. Below these buttons is a section titled 'Account Info' with a dropdown arrow. The 'Account Info' section contains the following details:

Customer Id:	Group Name:
Account Name:	Address:
Phone:	Email Address:
Account Invoice Total: \$22,410.48	Group Invoice Total: \$22,410.48
Account Invoice Outstanding: \$22,410.48	Group Invoice Outstanding: \$22,410.48
Last Payment Amount: \$0.00	Last Payment Date:

2. Click on “Add New Method”



Payment Methods				
Account Type	Account Description	Primary		
ADD NEW METHODADD NEW METHOD				

3. Enter the Bank Account Details

Add Bank Account

Account Type:

Routing Number (ABA):

Account Number (DDA):

Name of Bank:

Name On Account: Use Current Customer Name

Address Line 1: Use Current Customer Address

Address Line 2: Make Primary

City:

State:

Zip Code:

4. Click "Save Bank Account"

5. Verify the Bank Account was saved under "Payment Methods"

Payment Methods				
Account Type	Account Description	Primary		
CHECKING	BANK OF AMERICA, N.A. - X...	<input type="checkbox"/>	EDIT	DELETE

Note: Bank account information is now added and will remain in the system until you decide to make changes or remove it

City Line Pay: To Pay an Invoice(s)

1. Click on the invoice tab at the top of the screen



2. Check the invoice(s) you wish to pay in the left column and then click the "Pay Selected" box on the right side.



Invoice						
Select None	POA	Amount Selected \$0.00				
Customer Name	Invoice Number	Invoice Date	Invoice Amount	Due Amount	Payment Amount	
	18656	06/04/2019	\$4.00	\$4.00	\$0.00	
	29816	10/01/2018	\$500.00	\$500.00	\$0.00	
	29900	02/01/2019	\$582.40	\$582.40	\$0.00	
	32119	03/01/2019	\$18.19	\$18.19	\$0.00	
	34852	03/01/2019	\$500.00	\$500.00	\$0.00	
	36914	11/01/2018	\$284.03	\$284.03	\$0.00	
	39454	12/01/2018	\$550.00	\$550.00	\$0.00	
	40072	12/01/2018	\$459.50	\$459.50	\$0.00	
	41619	04/01/2019	\$32.75	\$32.75	\$0.00	
	44574	11/01/2018	\$70.40	\$70.40	\$0.00	

Total Items: 32

3. Click "Select Existing Account" to select the payment method.
4. Select the "Banking Details" to pay from.
5. Click "Make Payment"

Payment Select

Amount: \$1,249.51

Payment Date:
12/16/2019

Payment Account:

Select Existing Account

BANK OF AMERICA, N.A. - XXXX9999

Invoice Number	Payment Amount
251875	\$1,249.51

Make Payment
Cancel

6. Paid invoice(s) will appear in the box on the right.
7. You will receive a confirmation notice with a transaction ID.

Payment Approved

Payment Approved

Thank you. Your payment for \$1,119.53 has been submitted. It may take up to 24 hours for the payment to appear in your account.
Your reference number for this transaction is: 48422286

Close

8. The payment transaction will be reflected in the "Payment History" tab.

Invoice

Payment History

Payment Methods

