Advanced Business Methods is excited to announce our new payment portal that will launch on December 15, 2025. This will give our customers a more efficient, easier and secure method to receive and pay invoices moving forward. Below is a link to set up your online account.

ABM Payments

Benefits of this new portal for our customers include:

- You control access to your payment information.
- You can see/download open invoices and make payments 24/7.
- You control when automatic payments are made (by the due date or a specific day of the month)
- You will receive a payment confirmation email automatically.

If you are currently pushing ACH payments to Advanced Business Methods, you do not need to change anything. If you currently pay by check, you will still have the option to continue paying by check. If you currently have autopay set up for a credit card or if Advanced Business Methods pulls an ACH, you will need to create an account and enter the payment information and payment terms.

The following pages outline the instructions for using the new portal to set up an account (if desired), view and/or pay invoices and set up automatic payments with various parameters.

Should you have any questions don't hesitate to contact your customer account representative or Accounts receivable at ar@abmnow.com.

Thank you for your business and we look forward to serving you in the future!

How to Create a Login

Use your Microsoft account to log in

[Windows logo button]

or register a new account
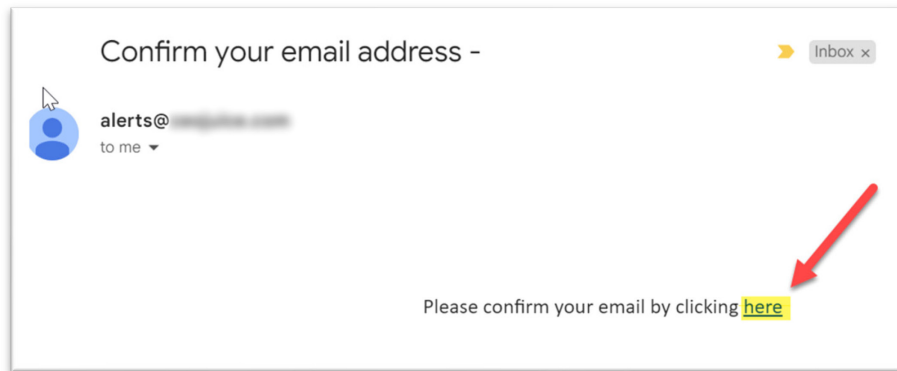
👤 email

🔑 password

🔑 confirm password

Register

Enter your email address and assign a password, use the email address that you currently receive invoices to, then select Register.

A validation email will be sent from alerts@ceojuice.com, to the email address you registered with, open that email (check junk folder if it's not in your inbox).

Search   Policies ▾   Login

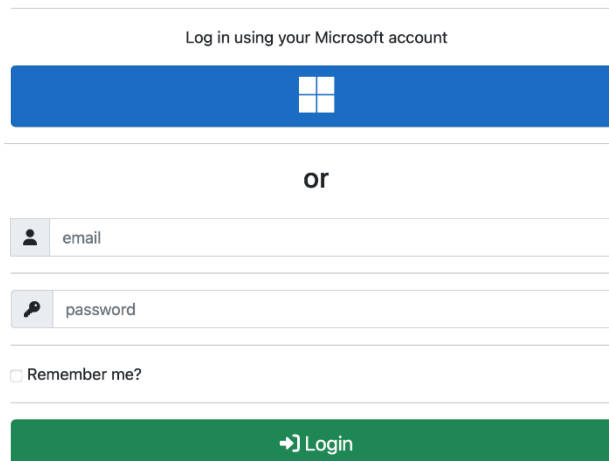Check your email to activate your account

Click on the link in the email to confirm

*If you didn't receive your verification email you can choose Resend email confirmation. After you have registered, if you have forgotten your password you can choose Forgot your password.

You can now login using those credentials at https://payments.ceojuice.com/Identity/Account/Login

Note that the payment site requires a user's password be changed every 12 months. Additionally, the site will automatically log users out after one hour of idle time.

How to View Invoices

Once logged in your default homepage will be the below, where you can view a single invoice under invoice search, see all open invoices, save payment details and manage your user profile.

Invoice Search, opens up a search page to view single invoices by entering the invoice number, invoice due date and postal code (you do not have to be logged in to view this page)

Invoice Number

Invoice Date or Due Date
mm/dd/yyyy

Postal Code (billing or shipping)

Search

Open Invoices, allows you to see all open invoices. Hover over the invoice number to view the entire invoices

List of multiple invoices

Invoice #			Client	Customer		Due	Balance
50____	⎘	✉				2023-05-23	1495
49____	⎘	✉	3			2023-05-14	475

 If you get a message saying "Don't see the invoice you're looking for?"
It's possible there are no open invoices or you have registered with an email address that is not originally associated with that invoice.

Don't see the invoice you're looking for? You can search by invoice number. Use the link above.

How to Pay Invoices

Under Open Invoices, display all your companies open invoices

Invoice #			Client		Customer		Due	Balance
50___	⧉	✉					2023-05-23	1495
49___	⧉	✉	3				2023-05-14	475

To make a payment for one invoice, in the Invoice # column click on the red linked invoice# to open it up.

Displays the invoice details, download icon to obtain copy of invoice, and your two payment options

Select your payment option, **ACH or Credit Card**, enter payment details, click **Pay** at the bottom to process payment. Note that you cannot overpay invoices, but you can short pay them.

Payment Amount

$ 15.8800

Credit Card		ACH	
Amount	$15.88	Amount	$15.88
Fee	$0.48	Fee	$0.00
Total	$16.36	Total	$15.88

Card Number

Expiration Date

CVV

First Name

Last Name

Email

Postal Code

⬤ Automantically pay invoices from Main using these payment details.

Pay $16.36
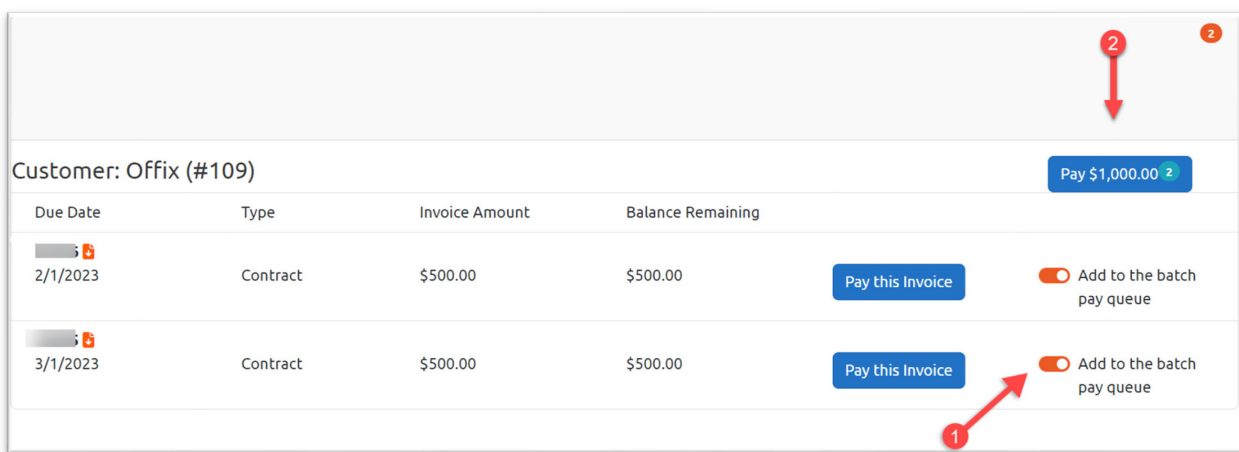
A payment confirmation number will pop up, and you will also be emailed a payment confirmation.

Thank You! Payment confirmation #: 8
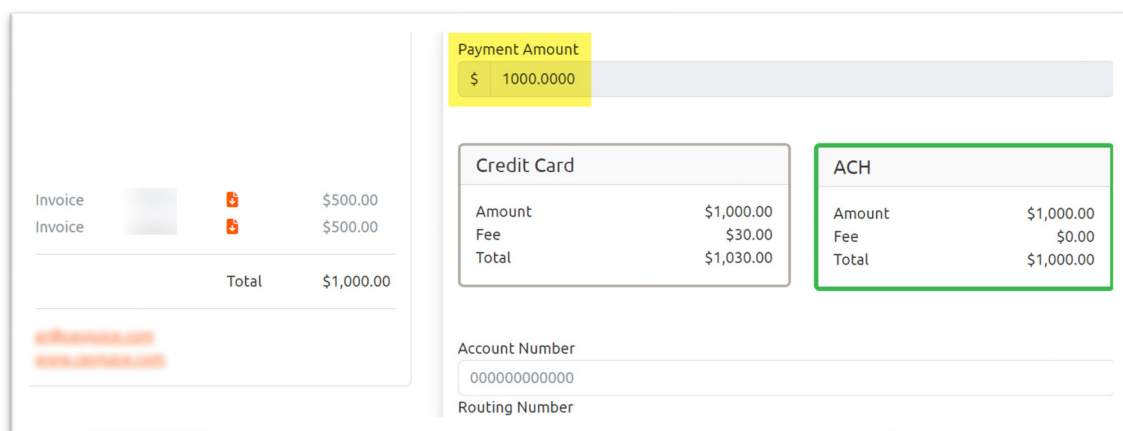
Paying multiple invoices with one payment

On the Invoice drop down tab choose *Open Invoices*. To pay more than one invoice at the same time choose *Add to the batch pay queue* for each invoice you want to pay, then choose payment amount above to open the payment screen.

The invoices you choose to pay are listed on the left and the total amount at the top, enter payment information below to complete.

Note that you cannot short pay the total of the invoices when batch paying, you must pay the entire amount. This is because the system does not know which invoice you intend to short pay so it cannot be done.

Payment with Paymerang

If you use Paymerang to process your AP:

- Tell us to add payments@paymerang.com as a CC on the invoices we send. This way it can go to them automatically and reduce you needing to send to them or paymerang requesting from CEO Juice.
- You will pay Juice with a debit card to avoid fees.

Schedule AutoPay

To set up autopay, click *Automatically pay invoices* at the bottom of the screen. Select day of month you want the invoice to auto pay, end date, option to set a min. or max $ amount, and assign what type of invoice/s can be included in the Autopay.

If there are no open invoices you can go directly to **Save Payment Details** from the landing page

1. Choose Payment Method

2. Enter Payment Details

3. Choose when to auto pay on due date of a specific day of the month, set termination date, a min or max dollar amount and choose types of invoices applicable to auto pay

4. Choose **Submit Auto Pay** at the bottom to save all payment details

Payment Method
- ● ACH
- ○ Credit Card

Account Number
> 000000000000

Routing Number
> 000000000

Name on Account

Postal Code

Your First Name

Your Last Name

Auto-pay on ● Due Date   ○ Day of Month
End Date - Terminate the autoay after this date [No termination] mm/dd/yyyy
Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)
[No min] 0.00   [No max] 1000000.00
Auto-pay invoices of these types
☑ Contract   ☑ Service Ticket   ☑ Sales   ☑ Other
[Submit Auto-Pay] Only invoices from CEO Juice and sent to your email address will be paid with the auto-pay details.

NOTE - if you pay multiple dealers in the payment portal and you want auto-pay set up to pay all vendors, you must create 1 auto payment per vendor and this MUST be set up when you are actively paying an open invoice for that dealer by completing the *Automatically pay invoices* section at the bottom. In doing so, this tells the auto pay which vendor should be paid using that auto payment. If you don't have an auto pay for each vendor then the auto pays will likely fail.

● Automantically pay invoices from Main using these payment details.

Day of month Pay open invoices on this day each month.
> 1

End Date - Terminate the autoay after this date
[No termination] mm/dd/yyyy

Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)
[No min] 0.00   [No max] 1000000.00
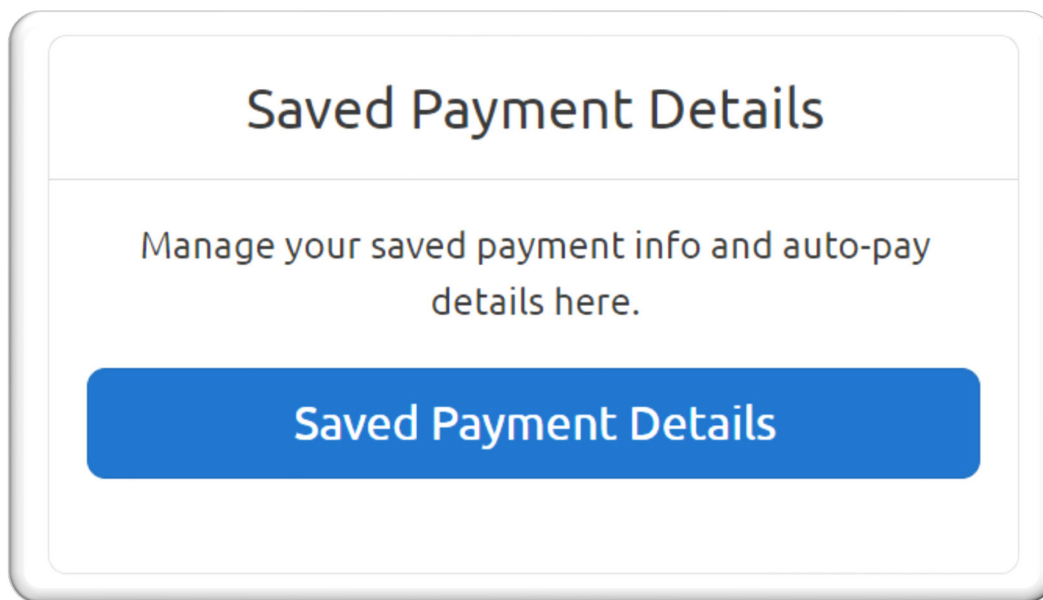
Auto-pay invoices of these types
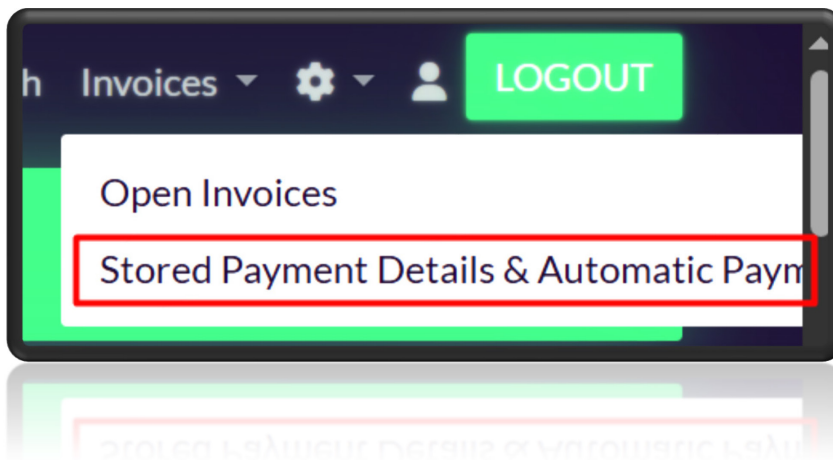☑ Contract   ☑ Service Ticket   ☑ Sales   ☑ Other

Pay $1,495.00

Change Existing AutoPay

You can change and view details of you existing auto pays by following the steps below.

1. At the top of the portal screen select Stored Payment Details & Automatic Payments

2. This screen will show the auto pays that you have set up and for which vendors. In the example below there are two auto pays.

3. Click Change auto-pay to change details on the auto pay such as scheduled run date, invoice minimum and maximums, etc. You can also see the payments that have ran under this auto payment when you click to change the details. This is especially helpful when you want to validate which invoices have been paid by auto pay and which have not.

Email: sharon@ceojuice.com   Created: 8/7/2024   Updated: 8/7/2024

Type: cc   Card #: 1111   Exp: 10/31/2025 12:00:00 AM

Payment details can not be changed. If you need to change the bank or card details, please cancel this autopay and add a new one.

Edit Autopay details

Submit Auto-Pay

Only invoices from CEO Juice and sent to your email address will be paid with the auto-pay details.

Auto-pay on ○ Due Date ● Day of Month

Day of month Pay open invoices on this day each month.

| 1 |

End Date - Terminate the autopay after this date **No termination** mm/dd/yyyy

Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)

No min 0.00   **No max** 1000000.00

Auto-pay invoices of these types

☑ Contract   ☑ Service   ☑ Sales   ☑ Other

Payments

Date	Amount	Invoice	Response