



# Client Portal Administrative & E-Bill Authorization Form

## Instructions for ADMINISTRATIVE Portal Access

1. Please fill in the names and email address of each person you wish to allow access.
2. Be sure to Enter the appropriate level of access you wish to allow to each person listed.
3. Once completed, Print , have an Authorized person sign & date form then...

Email to [Process@Amstarexpress.com](mailto:Process@Amstarexpress.com) or Fax to 805-777-1115

Amstar Express, Inc. will contact the Administrator when access is available by email or phone.

*We Recommend Using a Firefox Browser when Accessing Portal*

**Standard Level** — “Standard” User Access to Portal . All new clients have this access by default when ordering and will be notified via email upon initial service order. User can order jobs Online for all services via Client Portal or other means and will receive email conformation of orders and get email confirmation of job completion as well as email status when appropriate. “Standard” User can search for any jobs ordered by that user in a variety of ways and access job information such as Delivery or Service details, Proof of Delivery, Proof of Service, Status, Invoicing and Uploaded Documents 24/7 from any computer with internet access.

**User can also access the firms E-Filing Portal using the firms existing E-Filing Credentials, directly from the Amstar Client Portal.**

**“Standard” User can also be designated as a recipient for E-Bill.**

**Administrative Level** — Provides all the same benefits as “Standard Level” above, but includes a robust Accounting Dashboard which allows Administrators to track costs, see billing history as well as reprint invoices and statements. Administrators have the option to pay online with “Paysimple”.

Administrator also has full control to allow or disable access to “STANDARD” Level Users, change passwords and add Users as needed.

**E-Bill (Paperless Billing)** — There are *many benefits* to our **PDF E-Bill system**. Obviously it saves paper, clutter and wasted time looking for and matching invoices with your files etc., ***We Strongly Recommend you take advantage of “E-Bill”!!!***

**You can have them sent to 1 or more recipients you designate**, such as your bookkeeper etc. Easily save them in an easy to find folder. They’re portable, so you can forward them easily in many ways. You will receive additional detailed invoices with your statements all in one place as our typical mailings only include a statement with basic service information and any reference number or name given at time of order.

**Please note that while Portal access is NOT required for an E-Bill recipient, Administrative access allows Administrators access to your Accounting Dashboard as a back-up! This is available 24/7 from any computer with Internet access.**

Company	
Full Address	
Phone Number	
Person Authorized	

User #	Full Name	Email Address	Access Requested Administrative or Standard	E-Bill? Y/N
1				
2				
3				
4				
5				
6				
7				
8				

Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_