



# Client Portal & E-Bill Authorization Form

## Instructions for 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*

**Level One** — No User Access to Portal but persons who order jobs will receive email conformation of phone, email & FAX orders and get email confirmation of job completion as well as email status when appropriate. **This User can also be designated as a recipient for E-Bill.**

**Level Two** — User Access to all services in Level One plus access to the Portal with an Email address and password. (Temporary Password is Provided). User can order jobs Online for all services. User can search for any jobs ordered by the company 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.

**Level Three** — User access to all services in Level One & Two but adds permission to access E-Filing portal.

**Level Four — Administrator Access.** Provides all the same benefits above, but includes an 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 Level One, Level Two or Level Three Users, change passwords and add Users as needed.

**E-Bill (Paperless Billing)** — There are *many benefits* to our new **PDF E-Bill system**. Obviously it saves paper, clutter and wasted time looking for and matching invoices with your files etc., but there's much more.

**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.—We Strongly Recommend you take advantage of "E-Bill"!!!**

Company	
Full Address	
Phone Number	
Person Authorized	

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

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