

LIVING STREAM MINISTRY

CUSTOMER PORTAL GUIDE

ACCOUNT SETUP / FIRST TIME LOGIN

- 1) You will receive a “**Customer Portal – Account Activation**” email from ar@lsm.org
- 2) Click on the **activation link** in the email to set up your account
- 3) **Enter the User Name provided in the email** and create a password for your account
- 4) After successful account setup, you may **log in** to your Customer Portal account

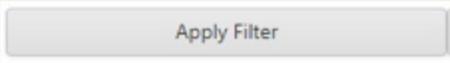
If you need further assistance, please email ar@lsm.org or call LSM Accounting at (714) 226-1703.

NAVIGATION

Living Stream Ministry - Customer Portal

▼ Views		
Account Information	—————	View current account balance
Invoice History	—————	View and print open invoices
Payment History	—————	View processed payments
Pending Payments	—————	View payments initiated but not yet processed
▼ Order		
Invoice Payment	—————	Make a payment
▼ Manage		
Payment Info	—————	Save a credit card(s) to your account

To filter within Views menus:

- 1) Click 
- 2) Input filter criteria
- 3) Click 

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HOW TO PAY INVOICES

Living Stream Ministry - Customer Portal - Invoice Payment

Views **4** Continue Refresh Auto Apply

Order

1 Invoice Payment

Manage

Payment Amount: 17.72

Payment Method: Credit Card **2**

Pay	Invoice Number	Invoice Date	Due Date
<input type="checkbox"/>			
<input type="checkbox"/>	DEPOSIT	6/7/2021	
<input checked="" type="checkbox"/>	6465	7/29/2021	7/29/20

3

- 1) Click on the Order Menu and select Invoice Payment
- 2) In the Payment Method dropdown, select "Credit Card"
- 3) Click on the invoice(s) you want to pay and the Payment Amount will automatically update

4) Click 

Living Stream Ministry - Customer Portal - Process Payments

Refresh Cancel Paym **6** Submit

Payment Information

Amount: 5.00

Use New Card **3**

Action	Description
<input checked="" type="radio"/>	OR 5 Visa-7291

- 5) Keep the "Use New Card" box **checked** if you do not have a card saved on your account. Otherwise, **uncheck** the "Use New Card" box and select the **Action button** next to your saved card below. (See the next section, "How to Save a Credit Card", to save a credit card on your account.)

6) Click 

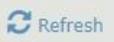
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- a. If you are using a **NEW CARD** – enter your card information, review the amount, and click **PROCESS TRANSACTION** . You will see a payment confirmation if the payment is accepted.
- b. If you are using a **SAVED CARD** – You will see a payment confirmation if the payment is accepted.

YOU MAY PRINT THIS PAGE FOR YOUR RECORDS, AS YOU WILL NOT RECEIVE A RECEIPT.

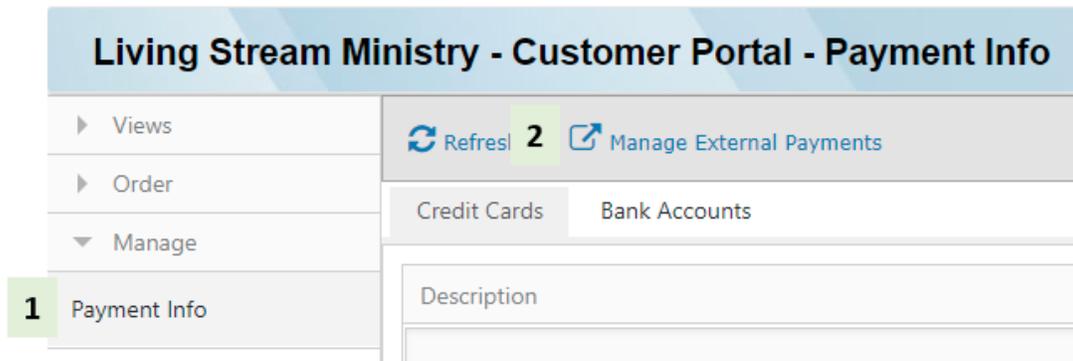
Living Stream Ministry - Customer Portal	
▶ Views	 Invoice Payment List
▼ Order	Payment transaction has been processed successfully.
Invoice Payment	Transaction ID: 6905
▶ Manage	Authorization Code: 02716B
	Invoice Number
	6465

- 7) You can see your pending payment under the **Views Menu** in **Pending Payments** after clicking 
- 8) Once your payment is fully processed, it will be available under the **Views Menu** in **Payment History** after applying the appropriate filter

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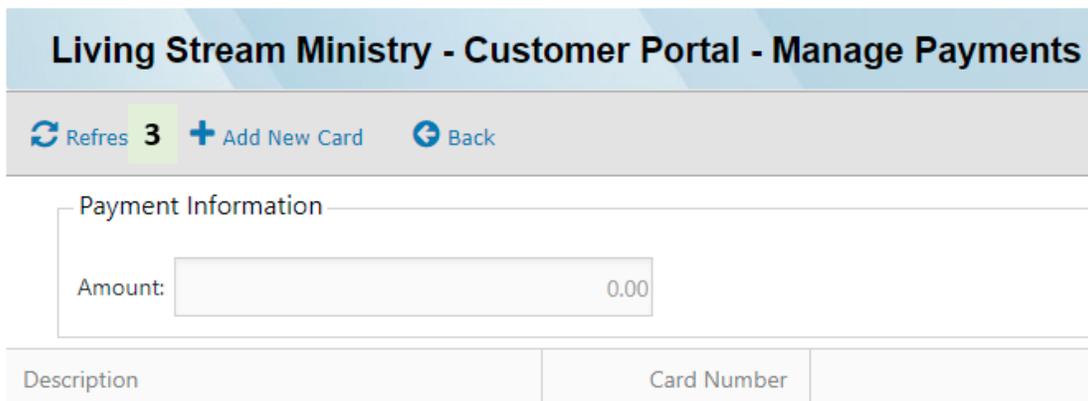
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HOW TO SAVE A CREDIT CARD



1) Click on the Manage Menu and select Payment Info

2) Click



3) Click



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worldpay

To complete your secure transaction enter credit card information below and click process transaction.

This secure payment service is provided by [Worldpay](#).

Card Information	* Denotes a required field
(To use a device , select card number below.)	
*Card Number:	<input type="text"/>
*Expiration:	Month <input type="text"/> / Year <input type="text"/>
Address Information	
Billing Address	
Name:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>

4

PROCESS TRANSACTION

[Cancel and return to merchant](#)

- 4) Enter your card information, then click **PROCESS TRANSACTION** to save the card on your account

**PLEASE NOTE – THIS IS NOT AN AUTO-PAY OPTION.
YOUR CARD WILL ONLY BE CHARGED WHEN YOU INITIATE A PAYMENT.**

- 5) If you need to edit or delete a card on your account, please call LSM Accounting at (714) 226-1703