

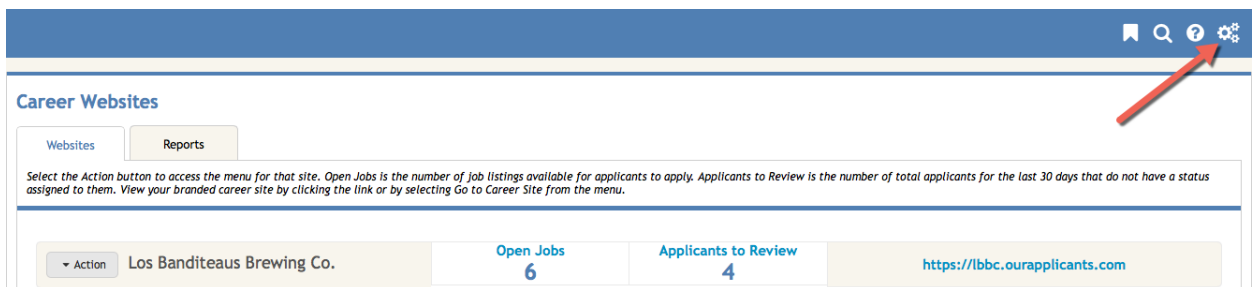
Accessing Invoices in ApplicantPool & BluSynergy

Accessing invoices from JobMatch/ApplicantPro can now be accessed via two methods. 1) As a main administrator with ApplicantPool or 2) through a separate billing portal.

If you have a billing team member that will need to access the invoices, but does not have an ApplicantPool account, skip to step 4.

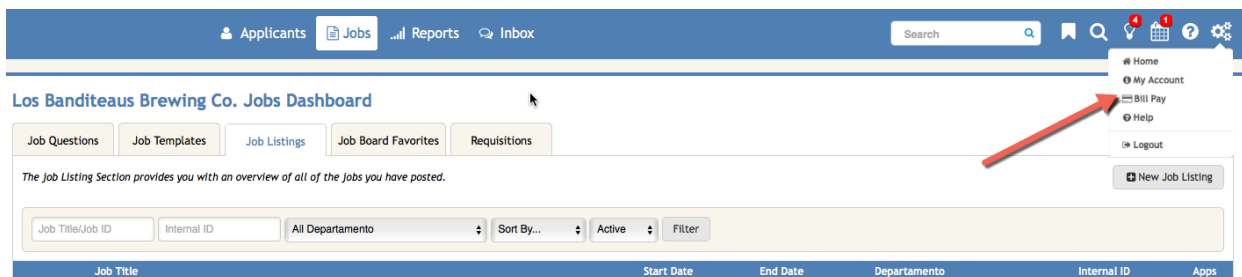
Step 1:

Once logged in (must be a main Administrator level user), click on the GEARS icon in the upper right hand side of the page.



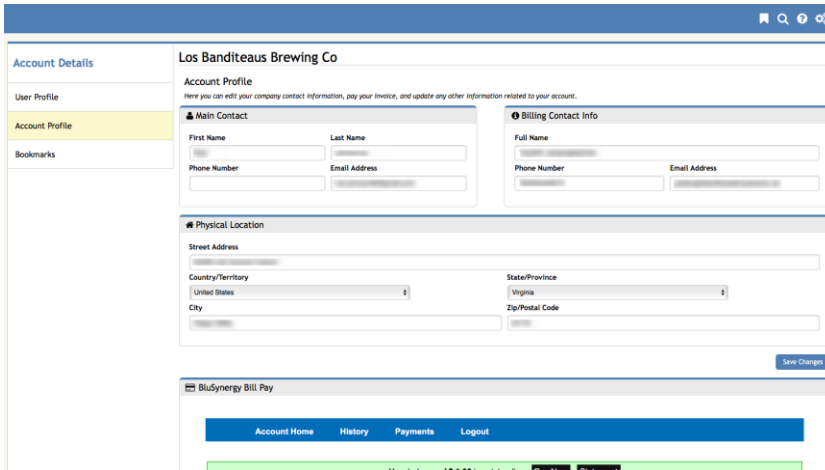
Step 2:

From the drop-down menu, select "Bill Pay".



Step 3:

Under “Account Profile” you can update your *main contact* and *billing contact* information, as well as update your physical address.



Los Banditeaus Brewing Co

Account Profile
Here you can edit your company contact information, pay your invoice, and update any other information related to your account.

Main Contact

First Name: Last Name:
 Phone Number: Email Address:

Billing Contact Info

Full Name:
 Phone Number: Email Address:

Physical Location

Street Address:
 Country/Territory: State/Province:
 City: Zip/Postal Code:

[Save Changes](#)

BluSynergy Bill Pay

Account Home | History | Payments | Logout

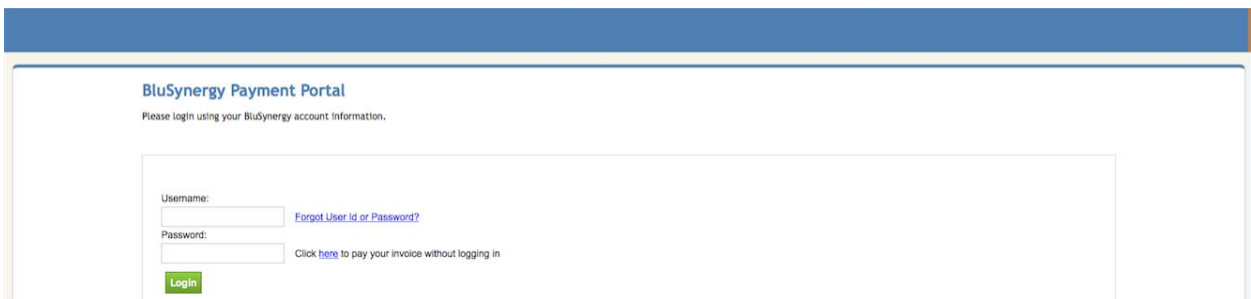
Your balance of \$ 1.00 is outstanding. [Pay Now](#) [Statement](#)

Step 4 – Accessing BluSynergy without being an ApplicantPool Users:

For those that need to access the invoices but do **not have an Administrator account with ApplicantPool**, they can access the billing portal by visiting:

<https://admin.applicantpool.com/billpay>

To log in, they will need a username and password. (Instructions for setting this up will be sent directly to the main billing contact already on file with JobMatch). Please contact support if the appropriate person within your organization did not receive this login information/email.



BluSynergy Payment Portal

Please login using your BluSynergy account information.

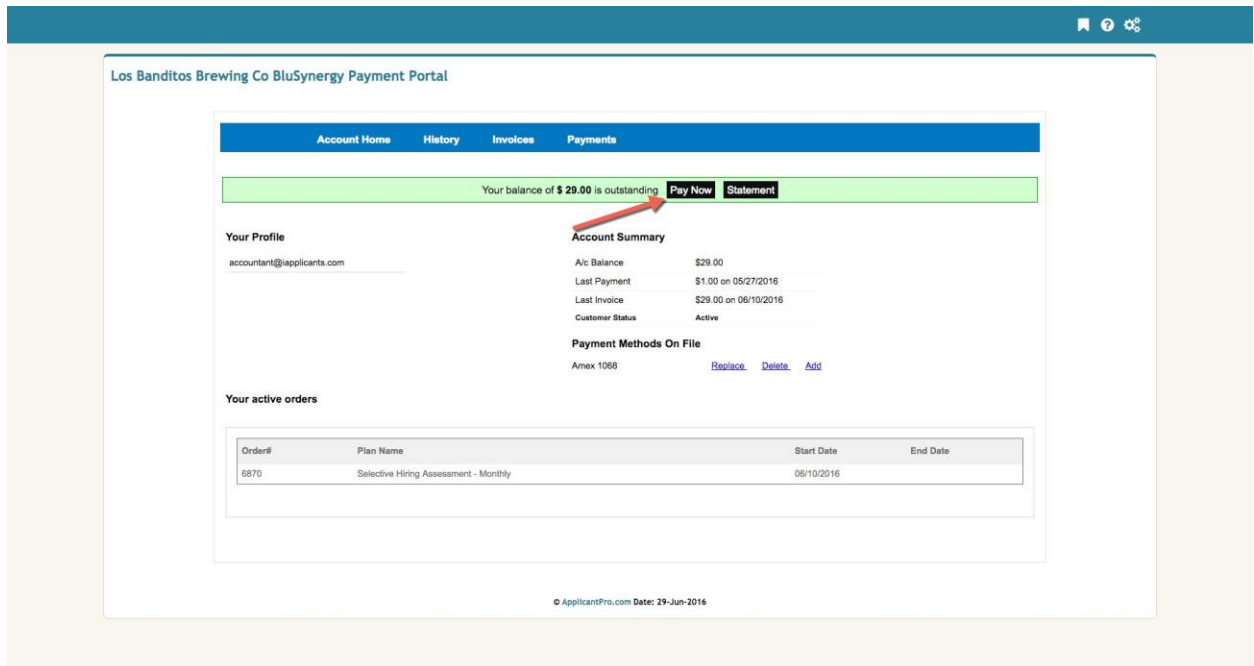
Username: [Forgot User Id or Password?](#)

Password: [Click here to pay your invoice without logging in](#)

[Login](#)

Step 5:

Once logged in to the billing portal (whether through the Account Profile in ApplicantPool, or the separate URL), you will have the option to make a payment IF there is an outstanding balance. If you do not have an outstanding balance, there will NOT be a “Pay Now” option.



Los Banditos Brewing Co BluSynergy Payment Portal

Account Home History Invoices Payments

Your balance of \$ 29.00 is outstanding **Pay Now** Statement

Your Profile
accountant@applicant.com

Account Summary
A/c Balance \$29.00
Last Payment \$1.00 on 05/27/2016
Last Invoice \$29.00 on 06/10/2016
Customer Status Active

Payment Methods On File
Amex 1068 [Replace](#) [Delete](#) [Add](#)

Your active orders

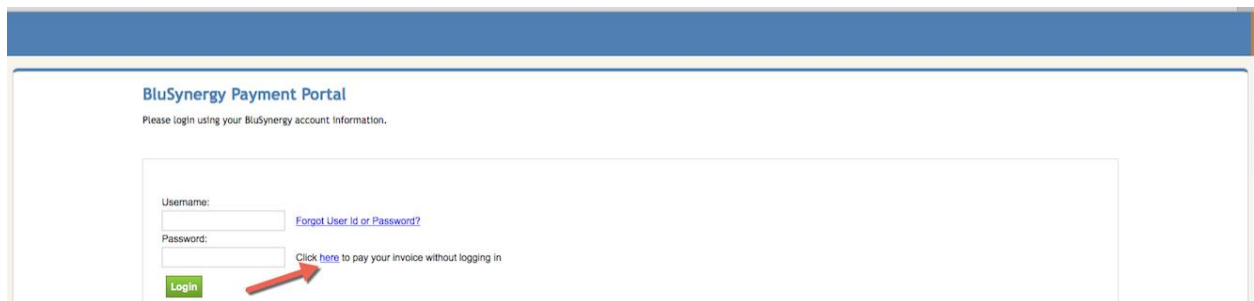
Order#	Plan Name	Start Date	End Date
6870	Selective Hiring Assessment - Monthly	06/10/2016	

© ApplicantPro.com Date: 29-Jun-2016

Tip:

Invoices can still be paid without logging in to ApplicantPool or BluSynergy by visiting <https://admin.applicantpool.com/billpay>

Then, select the “Click HERE to pay your invoice without logging in” hyperlink. Note that you MUST have the invoice number you wish to make a payment on to use this option.



BluSynergy Payment Portal

Please login using your BluSynergy account information.

Username: [Forgot User Id or Password?](#)

Password: [Click here to pay your invoice without logging in](#)