



Invoiced User Guide

Signing In

The customer portal uses password less logins. On November 28th, you will be able to visit the portal using the following URL and request a sign in link by simply entering your email.

dpsolutionsinc.invoiced.com

Invoice

You will receive an email that looks like the example below. Be sure to whitelist no-reply@invoiced.com to avoid emails going to your spam folder.



Dear

We hope you are doing well.

Please see the attached invoice Test-Invoice. The balance of \$1.00 will shortly become due for payment.

Should you have any questions or concerns, that could delay settlement on , please advise us at ar.dpsi@valsoftcorp.com so that we may resolve them immediately. If you have no questions or concerns, we would appreciate payment by .

DPSI Accounting Team
ar.dpsi@valsoftcorp.com

[View Invoice](#)

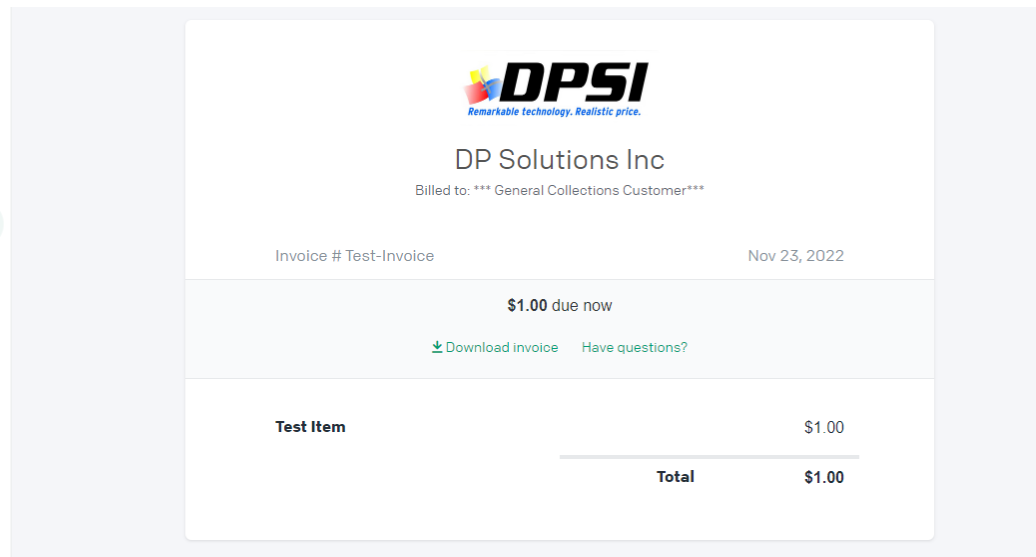
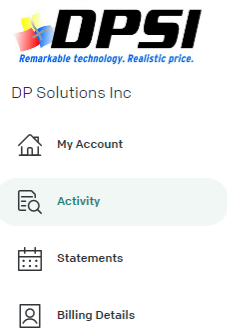
Click the **View Invoice** button to be directed to the invoice screen.

Invoiced utilizes a password less login based on your email address. Only users who receive the invoice emails will be able to login using the link in the email.



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Click **Pay Invoice** to be redirected to the payment screen.



Here you can choose your **payment method** and enter your payment details.

Submit Payment

PAY WITH

Direct Debit

In order to submit a payment you must first connect a bank account.

[Setup Direct Debit](#)

Summary

Invoice # [REDACTED]

Amount: [REDACTED]

[Modify](#)

[FAQ - Need help? Contact us.](#)


[Terms](#) - [Privacy](#)

Once your payment has been completed you will have the option to download a PDF receipt, in addition to the one you will be receiving by email.



Invoiced User Guide

My Account



DP Solutions Inc

- My Account**
- Activity
- Statements
- Billing Details

My Account

Account Summary

Balance Due: **\$1.00**

Aging

AGING	# INVOICES	TOTAL
0 - 30 Days	1	CA\$1.00
31 - 60 Days	0	CA\$0.00
61 - 90 Days	0	CA\$0.00
91 - 120 Days	0	CA\$0.00
121+ Days	0	CA\$0.00
Total	1	CA\$1.00

Billing Details

[Change](#)

Missing billing address

Payment Methods

No payment method attached

[Add Payment Method](#)

From the **My Account** screen you can:

- View open invoices.
- View previous invoices.
- View a statement of your account.
- View previous payments and download receipts.