



OPIS®
By IHS Markit

OPIS Customer Center

Pay your invoice(s) online in a few easy steps!

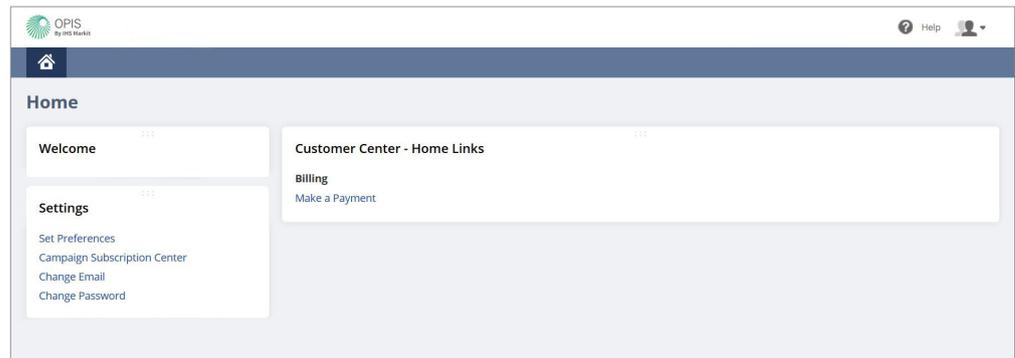
1

Logging on

Go here to to pay your bill online: info.opisnet.com/opis-customer-center-registration
You will need your OPIS account number to log in.

Once you have logged in, you'll be directed to a simple Customer Center Dashboard with the following options:

- Make a payment: Open and/or view invoices and make a payment.
- Set Preferences: Update time zone, number or download formats, and appearance.
- Change email or change password: Update current email address or password.



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Making a payment

To make a payment:

- Upon clicking the 'Make a Payment' link, you will be directed to the Payment form which contains the customer name, open balance, list of open invoices and credits, and any credit cards on file.
 - Select the invoice(s) you wish to pay. The Payment Amount field will display the Total Amount being applied or charged.
 - If there is an existing credit card on file, it will default as the preferred payment method. To pay with a different credit card, select -New- from the "Card on File" drop-down list.

- To save and process the payment, choose one of the following options:
 - Submit
 - Submit & print (to print a PDF of the payment confirmation)
 - Submit & email (to email a PDF of the payment confirmation)
- After clicking Submit, the system will require the user to confirm the amount being charged.
 - Click OK to confirm or Cancel to return to the previous page.
 - Upon clicking OK, you should receive confirmation that the credit card was charged successfully, along with a confirmation number.
 - In the event that your credit card is declined, please try to re-enter the credit card information and/or contact your credit card merchant for more information.

The screenshot shows the OPIS Payment interface. At the top, there are navigation buttons: Submit, Submit & Print, Reset, Submit & Email, and Go To Register. The main section displays payment details: PAYMENT # To Be Generated, CURRENCY USA, EXCHANGE RATE 1.00, BALANCE 661.21, PENDING 0.00, CONSOLIDATED BALANCE 661.21, DATE 1/30/2020, MEMO Online Customer Center Payment, and SEND TRANSACTION TO CUSTOMER checked. A Summary table shows TO APPLY, APPLIED 0.00, and UNAPPLIED. Below this is a section for entering payment amount or selecting invoices to pay, with a table of invoices. The table has columns: APPLY, DATE, PROJECT/SUB, TYPE, REF. NO., ORIG. AMT., AMT. DUE, CURRENCY, DISC. DATE, DISC. AVAIL., DISC. TAKEN, and PAYMENT. Two invoices are listed: one from 1/23/2020 for 438.01 and another from 1/29/2020 for 423.20. Below the invoices is a section for credits, which is currently empty. The bottom section is for entering credit card information, including fields for payment method (Credit Card), credit card number, CSC, expiration date, name on card, card street, and card zip code. There are also buttons for Submit, Submit & Print, Reset, Submit & Email, and Go To Register.

Please note the following when making a payment:

- OPIS does not allow a partial payment or overpayment via the Customer Center. Referencing each invoice line, the Amount Due and Payment Amount must match.
- The payment will be applied to the oldest invoice(s) first.
- If an open credit exists under your account, you can apply a credit against an open invoice.
- Customers may apply a credit in full to partially pay an invoice or apply part of a credit to pay an invoice in full.