

WebFlex Online Account Access

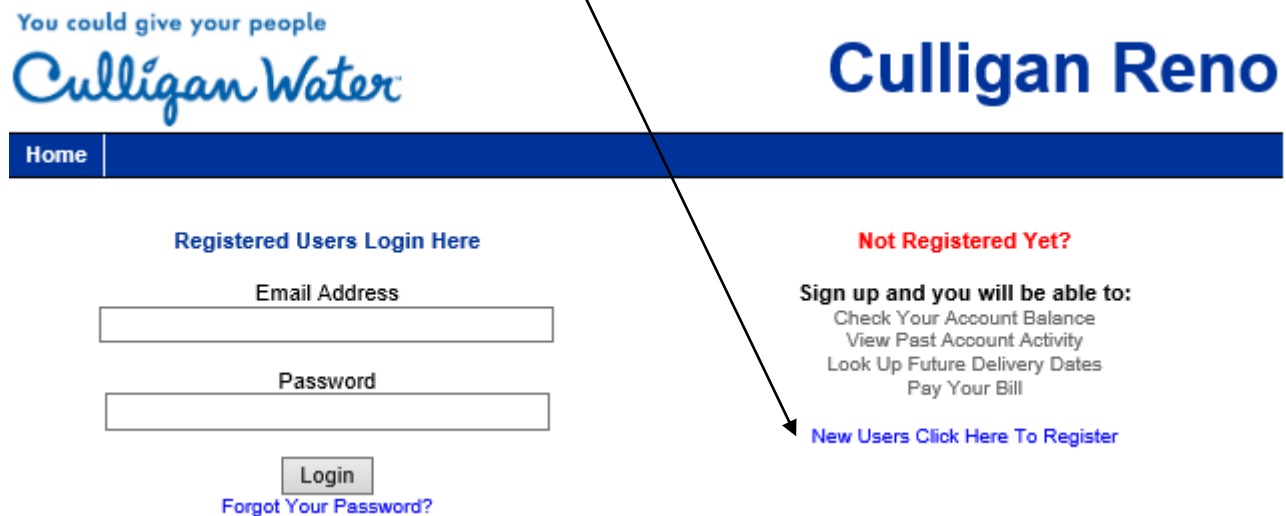
With online account access you will be able to see your current balance, rental information, next delivery dates, invoices and history. If you sign up for our online statement feature you will also be able to view your current and prior statements.

Accessing your account is easy. Start by visiting our web site at www.culliganreno.com

From there select the Online Bill Pay option.



The first time you access your account through our web site you will be required to enter some information so we can set up your account. After you have done this the first time you will not need to do it again. Click the following link to begin the registration process:



The following is the information you will need:

Email Address – this is the way we identify you within the system

Your account number – This is the account number from the account number box in the statement or invoice you receive from us. If you currently manage multiple accounts with us you can add the additional accounts after you have set up your first account.

Telephone Number – to help us verify you are selecting the correct account. This is the main telephone number we have on file for you

ZIP Code – again, to help us verify you are selecting the correct account.

You will be asked to create and verify a password the first time you log in:

[Home](#) [My Account](#)

New user? There are just two easy steps to getting signed up!

Step 1: Enter your user information.

Email Address <input type="text"/> You will use your email address along with the password that you create to log in.	Account Number <input type="text"/> If you have more than one account just pick one. You will be able to add more accounts to your login after your account is activated.
Password <input type="password"/> Passwords must be at least six characters long (Containing only numbers and letters, no symbols) and ARE cap sensitive.	<input type="button" value="Continue"/>
Retype Password <input type="password"/> (We want to make sure there aren't any typos.)	

[Home](#) [My Account](#)

New user? There are just two easy steps to getting signed up!

Step 1: Enter your user information.

Email Address <input type="text" value="angiem@nevadacomputer.com"/> You will use your email address along with the password that you create to log in.	Account Number <input type="text" value="109"/> If you have more than one account just pick one. You will be able to add more accounts to your login after your account is activated.
Password <input type="password" value="*****"/> Passwords must be at least six characters long (Containing only numbers and letters, no symbols) and ARE cap sensitive.	<input type="button" value="Continue"/>
Retype Password <input type="password" value="*****"/> (We want to make sure there aren't any typos.)	

After clicking “Continue” you will be asked to enter the account information we mentioned above so we can verify you are selecting the right account:

After you click “Register” you will be able to log into your account:

Congratulations! You have successfully registered.

You can click [here](#) to log in.

Once you are registered you will not have to go through this process again.

Now you can log into your account to view your account information and statements.

[Registered Users Login Here](#)

Email Address

Password

[Forgot Your Password?](#)

Not Registered Yet?

Sign up and you will be able to:

- Check Your Account Balance
- View Past Account Activity
- Look Up Future Delivery Dates
- Pay Your Bill

[New Users Click Here To Register](#)

After logging in you select the account you wish to view. If you manage multiple accounts there will be more than one account in the list

Please Select An Account:

Acct Number	Name	Delivery Address	Remove Acct
12864	NEVADA COMPUTER CENTER CORP	1018 SIXTH STREET	Remove*

Don't see the account you are looking for?
 You can manage additional accounts with the same login by selecting "Add Account"

*Please note removing an account will have **NO** effect on your services. It will only remove it from the list of accounts managed by your login.

After you have selected the account you wish to view the main account screen will be displayed:

Account Selection	Log Out																											
<p>Delivery Address</p> <p>Acct Number: 86918</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Account Balances</p> <table style="width: 100%;"> <tr><td>Current Balance:</td><td style="text-align: right;">\$10.00</td></tr> <tr><td>Last Statement Balance:</td><td style="text-align: right;">\$10.00</td></tr> <tr><td>Last Statement Date:</td><td style="text-align: right;">6/1/2016</td></tr> <tr><td>Last Payment:</td><td style="text-align: right;">\$15.00</td></tr> <tr><td>Last Payment Date:</td><td style="text-align: right;">5/20/2016</td></tr> </table>	Current Balance:	\$10.00	Last Statement Balance:	\$10.00	Last Statement Date:	6/1/2016	Last Payment:	\$15.00	Last Payment Date:	5/20/2016																	
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Making Payments using web site account access

Setting up a payment method

The first step in making a payment is to set up a payment method. From the account screen select “Make Payment”



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From the next screen select the type of payment method you want to create. In our example we are setting up a bank draft from a checking account:

Add New Payment Method

Account Type

First Name Last Name

Company Name

[Continue To Step Two](#)

After entering your name information on the first screen click the “Continue to Step two” button
And fill out the remaining information. Then click the “Add Payment Method” button

Add New Payment Method

Account Type

First Name

Last Name

Routing Number:

Account Number:

[Add Payment Method](#)



- The routing number will be a 9 digit number.
- Some banks put the check number in between the routing number and the account number.
- Make sure you include leading zeros if present in your account number.

Making a Payment

After you have set up the payment method you may use that method to make a payment. From the account screen click “Make Payment”

You could give your people

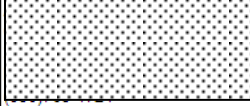
Culligan Water

Culligan Reno

Account Selection | Make Payment | Log Out

When making a payment using web site access *if you manage multiple accounts the payments must be entered for each account, not one lump sum.* This will help us to accurately apply the payments to the correct account. To make a payment, click the “Make Payment” option on the main account screen.

Account Selection | Account Detail | Add Payment Method | Log Out

Your Payment Will Be Applied To	
	

Apply Payment To Invoices			
Invoice #	Date	Balance Due	Apply Payment
78790	10/31/2008	\$201.00	<input type="text" value="201.00"/>
Total Payment			<input type="text" value="201.00"/>

Select Account To Pay Your Bill With

Checking Account ...4567 (One Time)

Make Payment

Next select the payment method to use. If you have invoices select the amount to apply to each invoice, and then select the Make Payment button. In our example we are paying invoiced # 78790 for \$201.00.

And that is all there is to accessing your account and making online payments.

If you manage multiple accounts you can add additional accounts after the initial one. When you are on the Account Selection screen, select the Add Account Button. You will be taken to the account setup screen to enter the account number, phone, and ZIP code for additional accounts.

You could give your people

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Add Account | Change Password | Log Out

Please Select An Account:

Acct Number	Name	Delivery Address	Remove Acct
117	CASH SALE	50 E. GREG STREET	Remove*