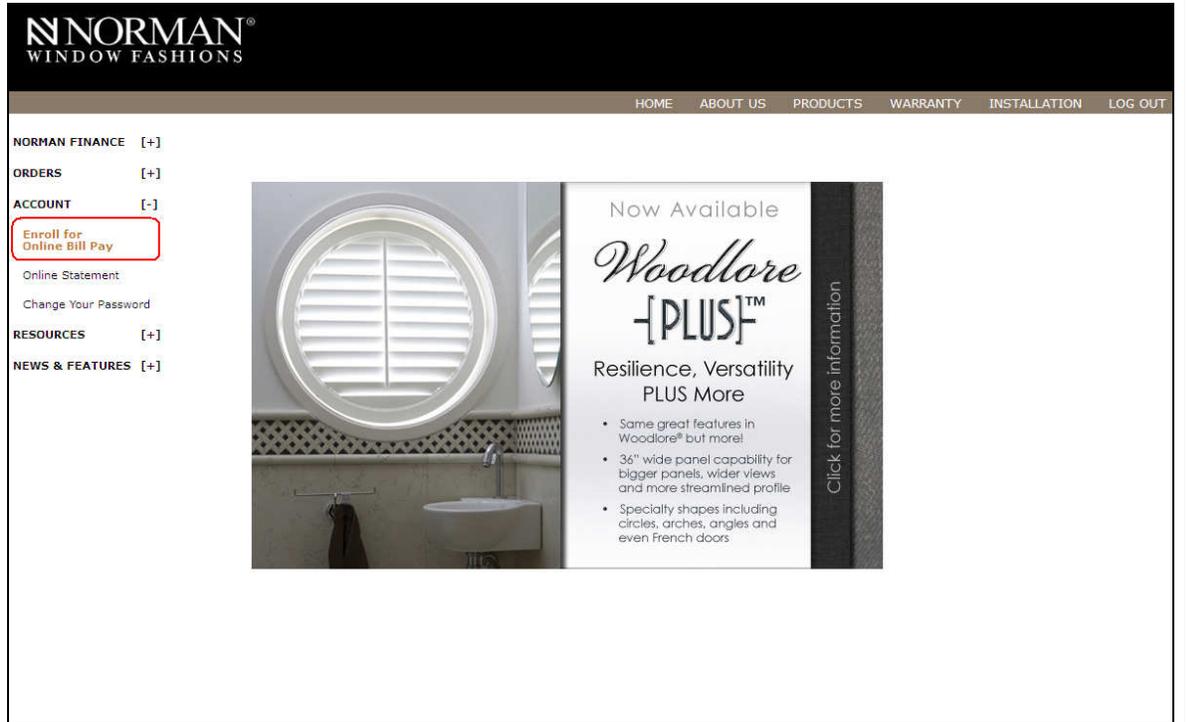


Subject: Online Bill Pay (example via ACH)

Website: www.normanwindowcoverings.com or www.normanshutters.com

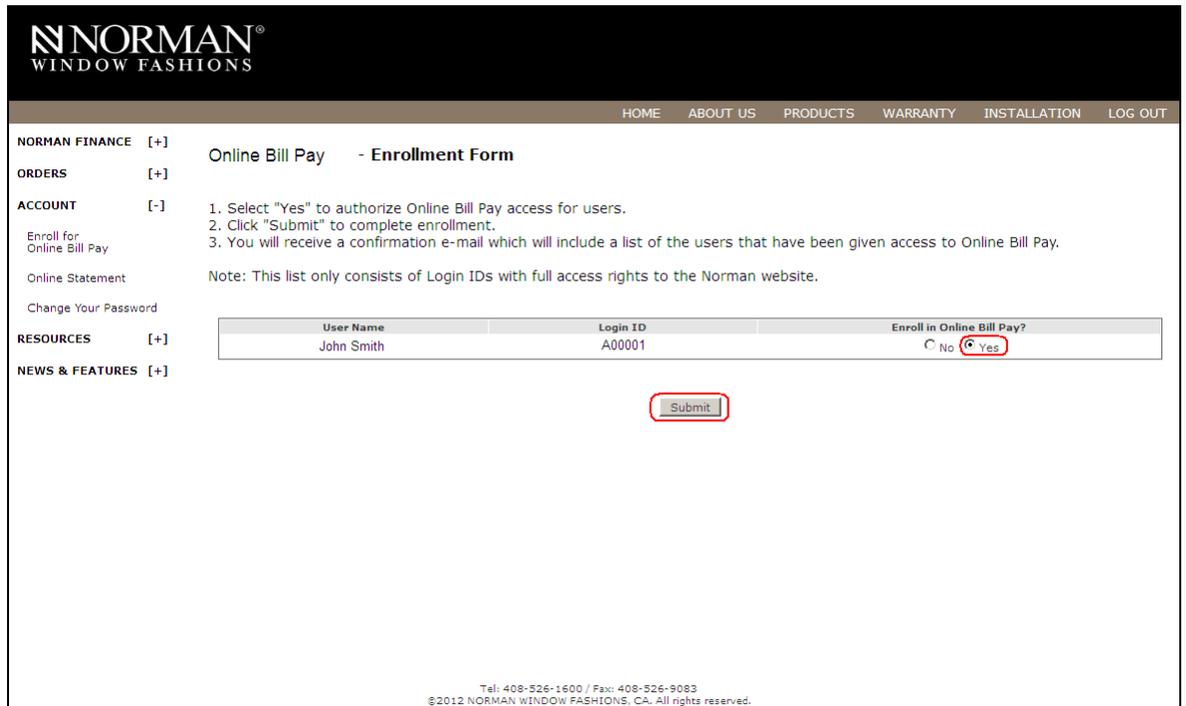
How to Enroll for Online Bill Pay

Click on Account and select "Enroll for Online Bill Pay."



Indicate which Login ID(s) you would like to give Online Bill Pay access to by clicking on "Yes."

To continue with enrollment, click on "Submit."



Once "Submit" has been clicked, you must read the Online Bill Pay Acknowledgement and authorize Online Bill Pay access by clicking on "Yes, I authorize # person(s)."

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NORMAN FINANCE [+]
ORDERS [+]
ACCOUNT [-]
Enroll for Online Bill Pay
Online Statement
Change Your Password
RESOURCES [+]
NEWS & FEATURES [+]

Online Bill Pay - Enrollment Form

1. Select "Yes" to
2. Click "Submit"
3. You will receive
Note: This list on

ACKNOWLEDGEMENT

By enrolling in Online Bill Pay, you are authorizing that you wish to access payments online.
To avoid duplicate charges, please note that you will be responsible for your payments.

Yes, I authorize 1 person(s) No, I do not authorize

in Online Bill Pay?
No Yes

Tel: 408-526-1600 / Fax: 408-526-9083
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If successful, you will see the following confirmation page.

You will be given access to Online Bill Pay within 24-48 hours.

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Congratulations! You are successfully enrolled in Online Bill Pay.
Note that you will have access to Online Bill Pay within 24-48 hours.
If you experience any problems, please contact your Sales Support Representative.

Please click "Continue" to re-login to the Norman Window Fashions website.

Continue

How to Make a Payment

Once given access to Online Bill Pay, click on "Account" and select "Online Bill Pay."

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Now Available
Woodlore PLUS™
Resilience, Versatility
PLUS More

- Same great features in Woodlore® but more!
- 36" wide panel capability for bigger panels, wider views and more streamlined profile
- Specialty shapes including circles, arches, angles and even French doors.

Click for more information

Next, select which order(s) you would like to search for:

- Invoices
- Ship/Production Hold
- All orders
- Single WO#

Then, click on "Search."

You must then select all the orders that you wish to pay for.

In addition, select a payment amount. If you choose "Other Amount," you must enter the payment amount in the space provided.

Then, click "Continue."

Once you have reviewed the order(s) being paid for, select a payment method.

Note: To add a new account, you must select "Add an Account" and enter the account information.

Once complete, click "Save."

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WINDOW FASHIONS

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Online Bill Pay - ACH Accounts

Select Account	Bank Name	Routing No.	Account No.	Account Type	Account Holder	Options
<input checked="" type="radio"/>	ABA Bank	111111118	1xxxx1111	Checking	John Smith	Remove

Total: \$ 21.66

I authorize **NORMAN WINDOW FASHIONS** to debit the bank account indicated in this web form, for noted amount on today's date. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted transaction date. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that the business may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I will not dispute merchant debiting my checking/savings account, so long as the amount corresponds to the terms indicated in this web form.

* Required Fields

Bank Name:*

Routing No.:* [What is this?](#)

Bank Account No.:* [What is this?](#)

Verify Bank Account No.:*

Account Type:

Account Holder:*

Billing Address: 1070 HORIZON DR STE F,
FAIRFIELD, CA 94533-1604
USA
[change](#)

Select the account you would like to use and click "I Agree & Continue."

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WINDOW FASHIONS

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Online Bill Pay - ACH Accounts

Select Account	Bank Name	Routing No.	Account No.	Account Type	Account Holder	Options
<input checked="" type="radio"/>	ABA Bank	111111118	1xxxx1111	Checking	John Smith	Remove

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Finally, review the order and all payment details.

If everything is correct, click "Confirm Payment" to complete the transaction.



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Online Bill Pay - ACH Payment Details

Customer ID: A00001
Batch NO: 06CC20120731123026370

WO#	Total Amount	Remaining Balance	Processing Fee Discount Amount	ACH Prepayment Discount Amount	ACH Prepayment Discount Rate	Payment Amount
0680710008	\$ 21.66	\$ 21.66	\$ 0.40	\$ 0.43	2.00%	\$ 20.83

Total Payment Amount: US \$20.83

Please note that all applicable discounts have been automatically calculated in the payment chart above.

Account No.:
Bank Name:
Routing No.:
Account Type:
Billing Name:
Amount: USD

To prevent duplicate charges, do not refresh the page after clicking on "Confirm Payment." In addition, click on "Confirm Payment" only once. If you receive an error message after selecting "Confirm Payment," please contact your AR representative immediately for assistance.

The last screen will indicate whether or not the payment was successful.



HOME

Payment successful. Please print this payment confirmation page for your records. We appreciate your business.

Transaction ID: V35D2BAA9A7E
Customer ID: A00001
Batch NO: 06CC20120720113719593
Transaction Type: ACH
Account No: 1xxxxxxxx1111
Billing Name: John Smith
Bank Name: ABA Bank
Amount: USD 20.83
Status: Success
Result: Approved