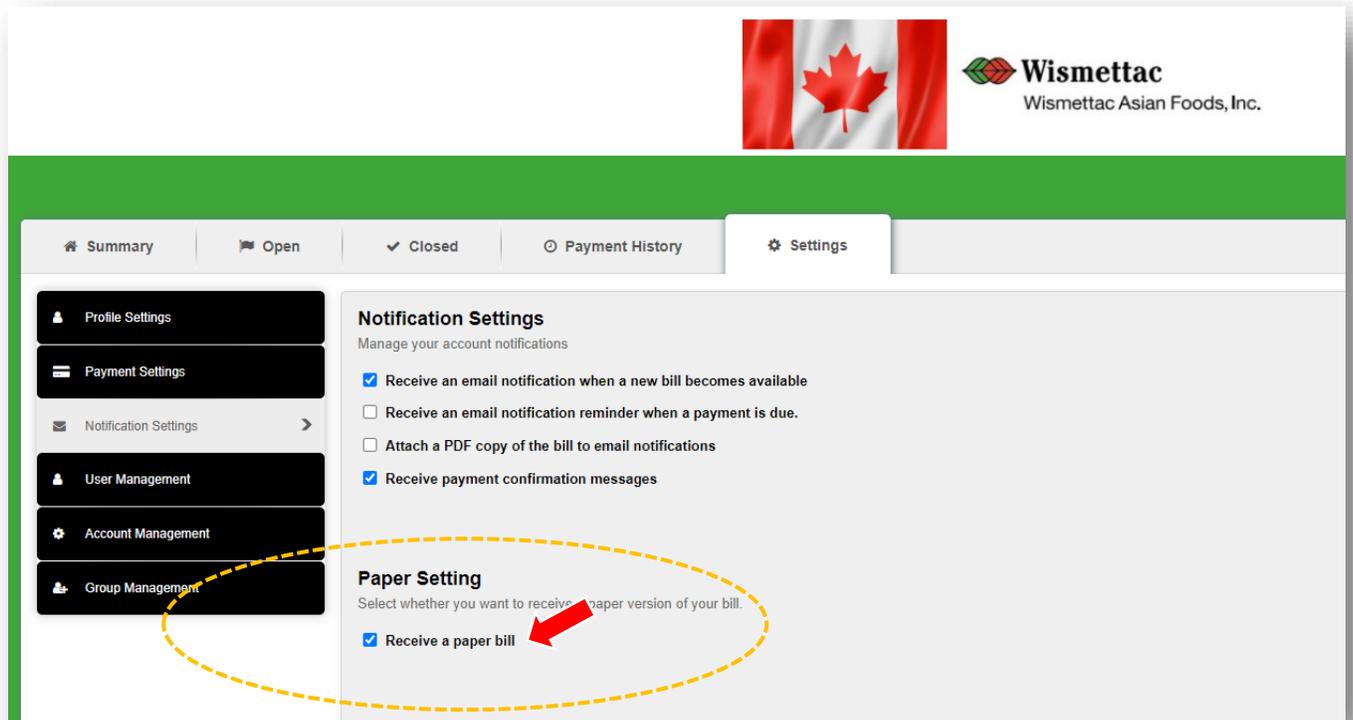


Paperless Statements Guide

To manage your paperless settings:

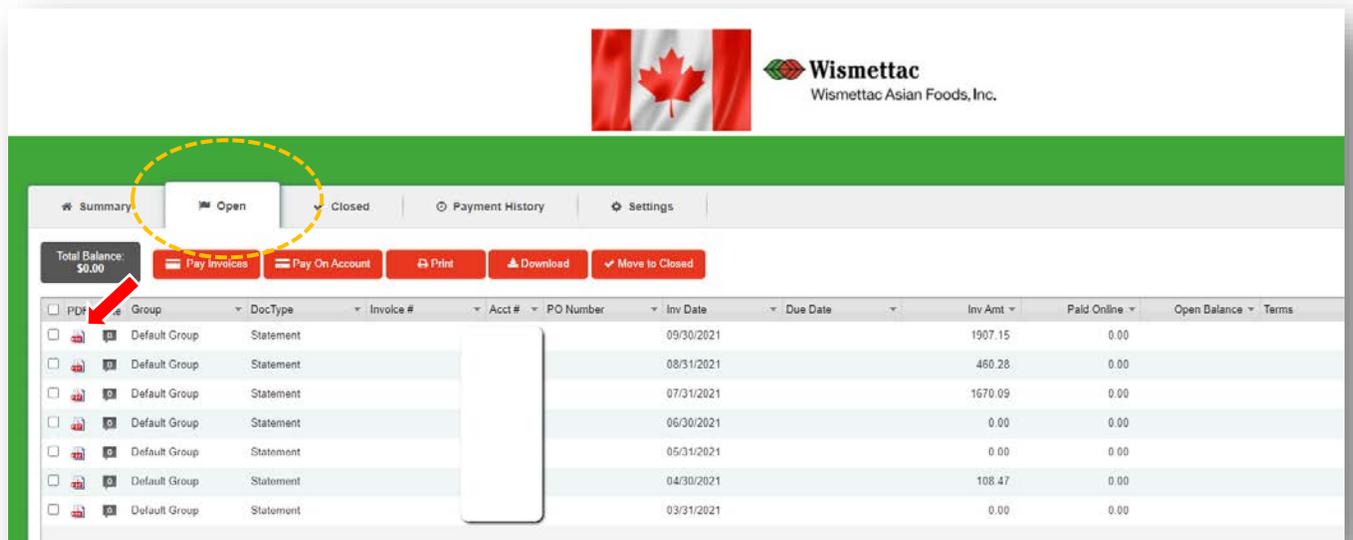
1. [Log in](#) now to **Online Payment System** powered by Billtrust.
2. Select **Settings** tab on the top menu.
3. Select **Notification Settings** from the left menu.
4. Go to **Paperless Setting**.
5. **Uncheck box** “Receive a paper bill.”



2. To access Statements via Billtrust User Portal

1. Go to **Open Tab**.
2. Click **PDF icon** you desire to view the statement.

Please also refer to FAQ.



The screenshot displays the Wismetac Billtrust User Portal interface. At the top right, there is a Canadian flag and the Wismetac logo with the text "Wismetac Asian Foods, Inc.". Below this is a navigation bar with tabs: Summary, Open (highlighted with a dashed yellow circle), Closed, Payment History, and Settings. Under the Open tab, there is a "Total Balance: \$0.00" and several action buttons: Pay Invoices, Pay On Account, Print, Download, and Move to Closed. A table of statements is visible below, with columns for Group, DocType, Invoice #, Acct #, PO Number, Inv Date, Due Date, Inv Amt, Paid Online, Open Balance, and Terms. A red arrow points to the PDF icon in the first row of the table.

PDF	Group	DocType	Invoice #	Acct #	PO Number	Inv Date	Due Date	Inv Amt	Paid Online	Open Balance	Terms
	Default Group	Statement				09/30/2021		1907.15	0.00		
	Default Group	Statement				08/31/2021		460.26	0.00		
	Default Group	Statement				07/31/2021		1670.09	0.00		
	Default Group	Statement				06/30/2021		0.00	0.00		
	Default Group	Statement				05/31/2021		0.00	0.00		
	Default Group	Statement				04/30/2021		108.47	0.00		
	Default Group	Statement				03/31/2021		0.00	0.00		