

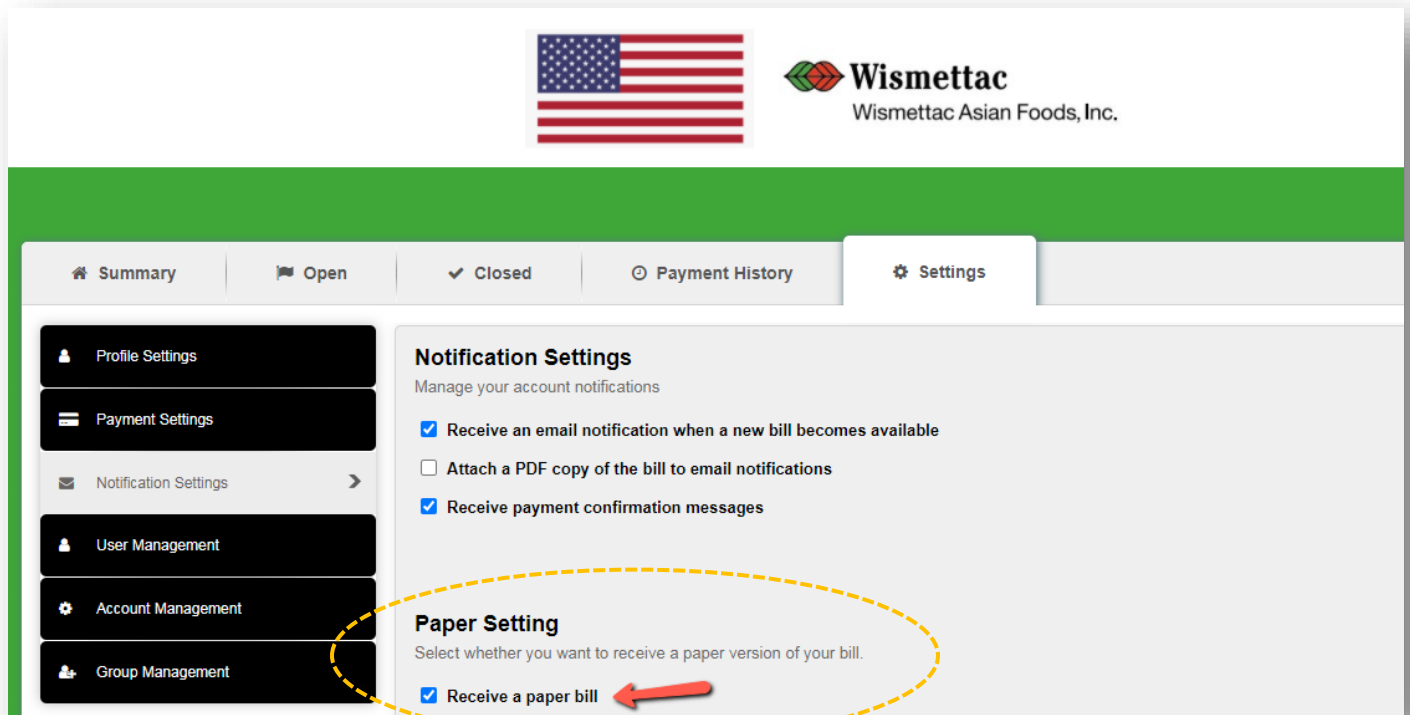
# Paperless Statements Guide

## 1. 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.”

You will no longer receive a paper bill.

You can also set up other delivery/notification options which are self-explanatory.



## 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 Wismettac Billtrust User Portal interface. At the top, there is a header with the American flag and the Wismettac logo (Wismettac Asian Foods, Inc.). Below the header is a navigation bar with tabs: Summary, Open, Closed, Payment History, and Settings. The 'Open' tab is highlighted with a yellow dashed circle. Below the navigation bar, there is a total balance of \$4,100.79 and buttons for Pay Invoices, Print, Download, and Move to Closed. A table of invoices is displayed with columns for PDF icon, Group, Bill Type, Invoice #, Acct #, PO Number, Inv Date, Due Date, Inv Amt, Paid Online, Open Balance, Terms, DocType, Ship Addr, and Dnid. Red arrows point to the PDF icon in the first row and the Print button.

PDF	Group	Bill Type	Invoice #	Acct #	PO Number	Inv Date	Due Date	Inv Amt	Paid Online	Open Bala...	Terms	DocType	Ship Addr	Dnid
	Default Group	Statement	150246			04/30/2021		3370.79	0.00			BT	13409 Orden Dri N	
	Default Group	Statement	150246			05/31/2021		7392.54	0.00			BT	13409 Orden Dri N	
	Default Group	Statement	150246			06/30/2021		7247.41	0.00			BT	13409 Orden Dri N	
	Default Group	Statement	150246			07/31/2021		7335.75	0.00			BT	13409 Orden Dri N	
	Default Group	Statement	150246			03/31/2021		7069.05	0.00			BT	13409 Orden Dri N	