

How to Register & Pay Invoice Online

To Register for Online Bill Payment

Navigate to: www.Williamsdatamanagement.com

Click on Client Login / Bill Pay: <https://www.williamsdatamanagement.com/client-portal/>

Under Bill Pay Options, select the service you wish to pay for:

Bill Pay Options

Please select one of the services below to log into your ePay account:

DOCUMENT STORAGE & SHREDDING

DATA PROTECTION, IMAGING, & CLOUD STORAGE

Click on Register:

Login to ePay

User Name

Password

Login

Register

[Forgot your user name?](#)

[Forgot your password?](#)

Click on Request an Activation Email:

Registration

*** Don't have an account? Click the link below to get started: ***

[Request Activation Email](#)

Activation Code

Customer Number

Enter Account Number & Primary Email Address, and then Submit:

Note: *Customer Number and Email must match what we have on file

Request Activation Email

Fill in the below information to receive an e-mail to activate your account

Customer Number

Email

Submit

Cancel

**If you are having issues or you are not sure please reach out to our accounting department: AR@williamsdatamanagement.com*

Once you submit, an email will be sent from: AR@Williamsdatamanagement.com

Click on the link in the email to take you back online to finish registering:

Registration

*** Don't have an account? Click the link below to get started: ***

[Request Activation Email](#)

Activation Code

91df8883-e155-46b2-9f4c-eef1d3ce6d41

Customer Number

00000

Email

|

User Name

Password

Confirm Password

Registered Phone Number

3232343453

Register

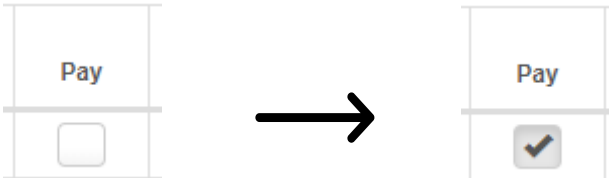
Cancel

The information should be filled out for you; all you need to do is add an email, username & password, the rest needs to stay the way it is. Then click register and you are done. You will be able to see your open invoice to pay.

Paying Invoices

To Pay the Invoice Click on Make Payment

Click on the box under Pay to select the invoice and click Next below:



**The top rows will show you what you selected.*

When ready to make payment, you will have the option to use a credit card or ACH. Select the payment type and fill out the information needed.

Click "Submit" to process payment and you're done!

If you are having issues or you are not sure please reach out to our Accounting Department: AR@williamsdatamanagement.com or call 888-478-3453 option 3 for Accounting