

# New Self Service Billing & Payment Portal

Clipper

Clipper MAGAZINE

LOCAL Flavor

Mint MAGAZINE

REACH

GREAT DEALS<sup>®</sup>  
Magazine

market  
MAGAZINE

get1free<sup>®</sup>  
coupon magazine

# Self Service Billing & Payment Portal

The screenshot shows the Clipper website's self-service billing and payment portal. At the top left is the Clipper logo and a list of services: Clipper Magazine, Local Flavor, Mint Magazine, Reach, Great Deals, Market Magazine, Get!Free, House2Home, Home & Decor Ideas, Prestigious Living, Local Flavor Dining Guide, and Total Loyalty Solutions. The main content area is split into two columns. The left column has a blue background with the text "Pay, manage & access invoices 24/7". The right column is titled "Login" and contains a form with fields for "Email" and "Password", a "Remember Username" checkbox, and a red "Login" button. Below the button are links for "Not Enrolled? Sign up now.", "Forgot your password?", and "Privacy Policy". At the bottom of the right column is the text "2022 Highradius Corporation. All rights reserved." A blue footer bar at the bottom of the page contains the text "A trusted partner of local businesses and communities for nearly 40 years."

You can locate our new payment portal by visiting

[Clipperpay.radiusone.com](https://clipperpay.radiusone.com)

Login using your existing credentials or click Sign Up Now to enroll



# Creating Your Account

Register your account by entering the requested information.

All fields are required, including customer number and invoice number.

If you need assistance, give us a call at **866-509-0021** or email us at **paymentportal@clippermagazine.com**

Clipper Magazine • Local Flavor • Mint Magazine • Resch • Great Deals Market Magazine • GettFree • House2Home • Home & Decor Ideas Prestigious Living • Local Flavor Dining Guide • Total Loyalty Solutions

## Register

First Name: Last Name

Email


Password ⓘ

Confirm Password

Phone Number

Invoice Number

Customer Number

I'm not a robot  reCAPTCHA Privacy - Terms

I accept the [Terms & Conditions](#)

**Register**

[Privacy Policy](#)  
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A trusted partner of local businesses and communities for nearly 40 years.



# Welcome to Your Workboard

When you login, you will be brought to your workboard.

Here you can do the following :

- View the details of your account including balances and invoices
- Manage your methods of Payment or Contact Us
- View last payment details
- Quickly pay open balances

The screenshot displays the 'Clipper EIPP' Workboard interface. At the top, the 'Clipper' logo is on the left, and session information 'Session expires in: 59 mins and 08 secs' and 'Welcome Test User Last Logged in Time: 4 October, 2022, 10:40:19 am CST' is on the right. A navigation bar includes 'Exports', 'EIPP', and several menu items: 'Open Bills', 'Closed Bills', 'Workboard', 'Administration', 'Payment History', 'Manage Contacts', 'Manage Users', and 'Payment On Account'. The main content area is divided into several sections:

- Customer Details:** Shows a bar chart icon and three horizontal bars representing account information.
- Quick Links:** Contains two buttons: 'Manage Payments' and 'Contact Supplier'.
- Due Amount:** Displays 'Total Past Due' with a dropdown arrow, 'Amount Due' as 'USD 0.00', and 'Number of Bills' as '0'. Below this are icons for 'Credit Card', 'Bank', and 'ACH'.
- Amount Due By Aging Buckets:** A bar chart showing two bars of different heights, with a 'USD' filter button.
- Last Payment Details:** A table showing 'Amount Paid' as 'USD 10.00', 'Date' as '29 September 2022', 'Number of Bills' as '2', and 'Mode' as 'ACH'.
- Pay Amount Now:** A prominent orange button at the bottom right.

At the bottom of the page, there is a footer: 'Privacy policy | © 2022 HighRadius Corporation. All rights reserved./Version:22.10.0'.

# How to View Invoices

Click the open bills tab to view all of your open invoices.

If you want to view your invoice details:

Click the checkbox next to the invoices you would like to view or pay

Once selected you can do the following:

- Click the Invoices button to view, save, or email
- Click the Pay Selected Bills button to process payment
- Click the Pay On-Account button to make a deposit

The screenshot shows the Clipper EPP interface. At the top, there are tabs for 'Exports', 'EPP', 'Open Bills', 'Closed Bills', and 'Workboard'. The 'Open Bills' tab is selected and circled in red. A red arrow points from this tab to the main interface. The main interface shows a navigation bar with 'Open Bills', 'Closed Bills', 'Workboard', 'Administration', 'Payment History', 'Manage Contacts', 'Manage Users', and 'Payment On Account'. Below this, there are summary statistics: 'Total Open Amount: 177.00 USD' and 'Selected Payable Amount: - USD 52.00 (1 Invoice(s) selected)'. There is a search bar and an 'Advanced Search' button. Below the search bar, there are three buttons: 'Invoices', 'Pay Selected Bills', and 'Pay On-Account', all of which are circled in red. The main content area is a table of invoices with the following columns: Customer Number, Customer Name, Invoice Number, Document Number, Currency, Invoice Amount, Open Amount, Payable Amount, Invoice Date, Invoice Due Date, Payment Status, and Customer Visibility. The first row is selected, and its 'Customer Number' is circled in red. The table contains 7 rows of data. At the bottom, there is a pagination bar showing 'Page 1 of 1' and 'Open Bills 1 - 7 of 7'. A footer note reads 'Privacy policy | © 2022 HighRadius Corporation. All rights reserved. | Version: 22.10.0'.

Customer Number	Customer Name	Invoice Number	Document Number	Currency	Invoice Amount	Open Amount	Payable Amount	Invoice Date	Invoice Due Date	Payment Status	Customer Visibility
<input checked="" type="checkbox"/>	[REDACTED]	1000296843	1000296843	USD	26,184.73	57.00	52.00	06/27/2022	06/27/2022	Cancelled	true
<input type="checkbox"/>	[REDACTED]	1000298855	1000298855	USD	7,463.82	12.00	7.00	06/27/2022	06/27/2022	Cancelled	true
<input type="checkbox"/>	[REDACTED]	1000299110	1000299110	USD	7,872.29	24.00	24.00	06/27/2022	06/27/2022	Cancelled	true
<input type="checkbox"/>	[REDACTED]	1000295607	1000295607	USD	4,687.76	12.00	12.00	06/20/2022	06/20/2022	Cancelled	true
<input type="checkbox"/>	[REDACTED]	1000294017	1000294017	USD	19,327.85	48.00	48.00	06/13/2022	06/13/2022	Cancelled	true
<input type="checkbox"/>	[REDACTED]	1000295352	1000295352	USD	3,382.76	12.00	12.00	06/13/2022	06/13/2022	Success	true
<input type="checkbox"/>	[REDACTED]	1000292104	1000292104	USD	9,165.00	12.00	12.00	06/06/2022	06/06/2022	Cancelled	true

# How to Pay Invoices

After clicking Pay Selected Bills on Open Bills Tab:

Choose Your method of payment

Each invoice selected will display

Review the amount being paid and make any adjustments

Click recalculate to view updated total

Click the Proceed to Pay button to continue with payment

The screenshot shows the 'Pay Selected Bills' modal in the Clipper software. The modal is titled 'Pay Selected Bills' and contains the following elements:

- Payment Method Selection:** A dropdown menu with options: 'Pay by ACH', 'Pay by Credit Card', and 'Pay by Debit Card'. A red arrow points from the text 'Choose Your method of payment' to this menu.
- Table of Selected Invoices:** A table with columns: Customer Name, Customer Number, Invoice Number, and Payable Amount. The table contains three rows of data. A red arrow points from the text 'Each invoice selected will display' to the first row.
- Payable Amounts:** The table shows payable amounts of 52.00, 7.00, and 34.00. A red arrow points from the text 'Review the amount being paid and make any adjustments' to the 34.00 value.
- Buttons:** At the bottom of the modal, there are two buttons: 'Re-Calculate' and 'Proceed to Pay'. A red arrow points from the text 'Click recalculate to view updated total' to the 'Re-Calculate' button. Another red arrow points from the text 'Click the Proceed to Pay button to continue with payment' to the 'Proceed to Pay' button.

Customer Name	Customer Number	Invoice Number	Payable Amount
[Redacted]	[Redacted]	1000296L	52.00
[Redacted]	[Redacted]	1000298L	7.00
[Redacted]	[Redacted]	1000299L	34.00

Total Net Payable Amount: 83.00 USD

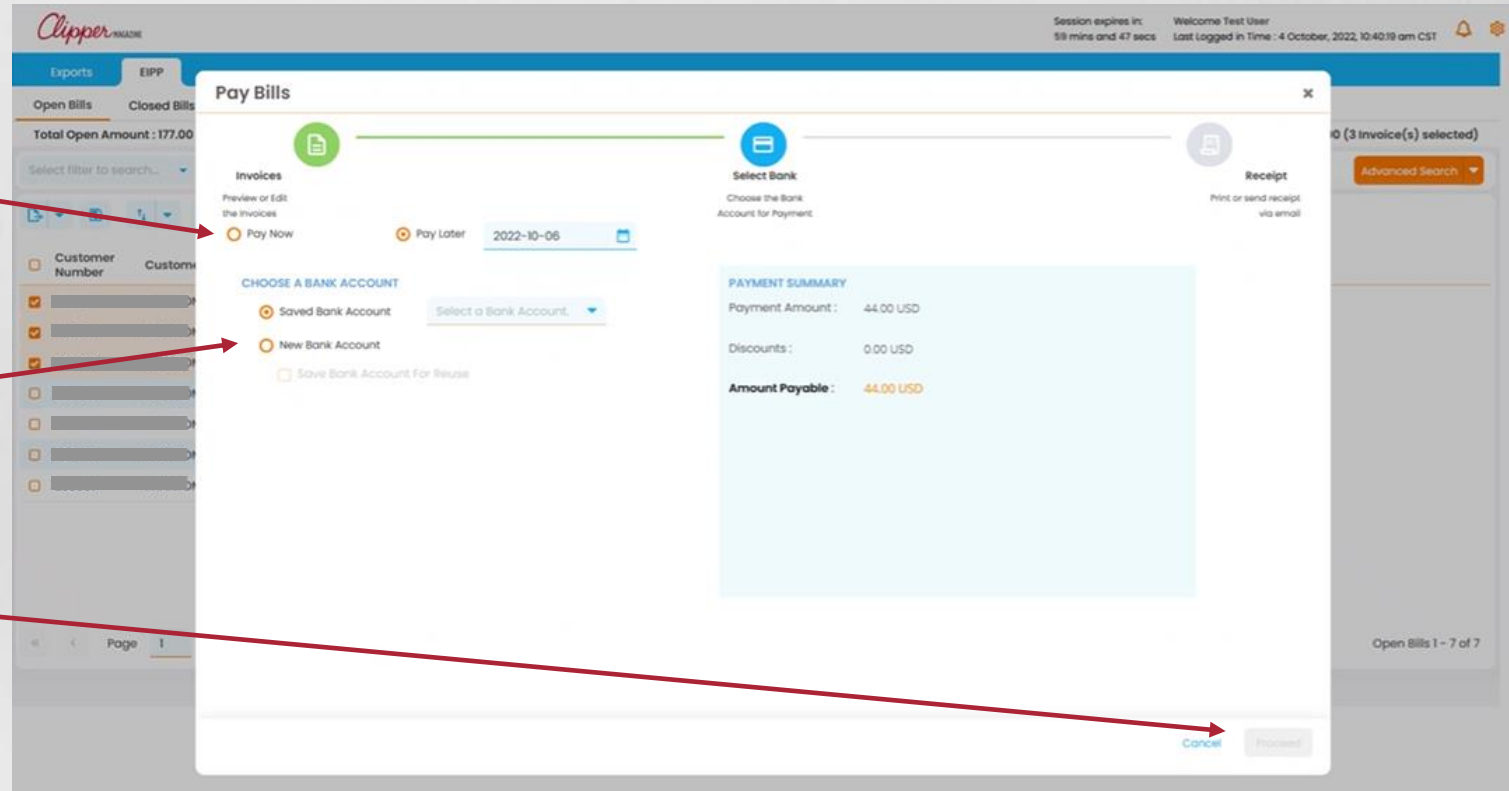
# How to Pay Invoices (cont.)

After clicking Proceed to Pay:

Schedule your payment for now or later

Select an existing method of payment or add a new one

Click Proceed to continue





# How to Pay Invoices (cont.)

Your payment submission is complete!

Status reflects scheduled if entered for a future date

Status reflects success for payments processed that day

**Payment Response**

**Invoices**  
Preview or Edit the Invoices

Invoice Number	Schedule Amount	Transaction Id	Payment Status	Payment Response Message
1000296L	25.00		Scheduled	
1000298L	7.00		Scheduled	
1000299L	12.00		Scheduled	

**Select Bank**  
Choose the Bank Account for Payment

**Receipt**  
Print or send receipt via email

**Transaction Summary**

Net Scheduled Amount: 44.00 USD

**Payment Response**

**Invoices**  
Preview or Edit the Invoices

Invoice Number	Paid Amount	Transaction Id	Payment Status	Payment Response Message
1000294L	48.00	8SWOZDPA	Success	ACCEPT
1000295L	12.00	8SWOZDPA	Success	ACCEPT
1000292L	12.00	8SWOZDPA	Success	ACCEPT

**Select Card**  
Choose the Card for Payment

**Receipt**  
Print or send receipt via email

**PAYMENT SUMMARY**

Net Paid Amount: 72.00 USD

Close Print Receipt Email Receipt



# How to Cancel a Scheduled Payment

Navigate to your payment history tab

Select payment you want to cancel by using checkbox

- Can only cancel one payment at a time
- Payment must still be in scheduled status

Click Cancel Scheduled Payment

Status will update to Cancelled

You can also view or email receipt of processed payments from this page

Payer Number	Payer Name	Transaction ID	Paid Amount	Currency	Payment Status	Payment Initiated On	Invoices Paid	Receipt	Paid By	Payment Method	Scheduled Date	Invoices Ignored/Car	Total Refund...
<input checked="" type="checkbox"/>				USD	Schedul...		<a href="#">View</a>		Test User	CREDITCARD	10/07/2022	Not Availa...	
<input type="checkbox"/>				USD	Schedul...		<a href="#">View</a>		Test User	ACH	10/06/2022	Not Availa...	
<input type="checkbox"/>				USD	Cancell...		Not Ava...		Test User	ACH	10/07/2022	<a href="#">View</a>	
<input type="checkbox"/>				USD	Cancell...		Not Ava...		Test User	ACH	10/07/2022	<a href="#">View</a>	
<input type="checkbox"/>				USD	Cancell...		Not Ava...		Test User	ACH	10/05/2022	<a href="#">View</a>	
<input type="checkbox"/>				USD	Cancell...		Not Ava...		Test User	DEBITCARD	09/30/2022	<a href="#">View</a>	
<input type="checkbox"/>				USD	Cancell...		Not Ava...		Test User	CREDITCARD	09/30/2022	<a href="#">View</a>	
<input type="checkbox"/>		VFRYKVF9	2.00	USD	Failed	09/29/2022 16:24:02	<a href="#">View</a>		Test User	CREDITCARD		Not Availa...	
<input type="checkbox"/>		TFXJEVTXN	10.00	USD	Success	09/29/2022 16:22:55	<a href="#">View</a>	<a href="#">View</a> <a href="#">Email</a>	Test User	ACH		Not Availa...	
<input type="checkbox"/>		UCN6N37UF	1.00	USD	Success	09/26/2022 10:35:53	<a href="#">View</a>	<a href="#">View</a> <a href="#">Email</a>	Test User	DEBITCARD		Not Availa...	
<input type="checkbox"/>		WEYBTTXXM	1.00	USD	Success	09/26/2022 10:34:12	<a href="#">View</a>	<a href="#">View</a> <a href="#">Email</a>	Test User	CREDITCARD		Not Availa...	
<input type="checkbox"/>		RONCLTRBBR	3.00	USD	Success	09/26/2022 09:43...	<a href="#">View</a>	<a href="#">View</a> <a href="#">Email</a>	Test User	DEBITCARD		Not Availa...	
<input type="checkbox"/>				USD	Cancell...		Not Ava...		Test User	CREDITCARD	09/27/2022	<a href="#">View</a>	
<input type="checkbox"/>		FJBCNRE6TW	1.00	USD	Success	09/26/2022 09:40:31	<a href="#">View</a>	<a href="#">View</a> <a href="#">Email</a>	Test User	CREDITCARD		Not Availa...	
<input type="checkbox"/>				USD	Cancell...		Not Ava...		Test User	CREDITCARD	09/29/2022	<a href="#">View</a>	
<input type="checkbox"/>				USD	Cancell...		Not Ava...		Test User	DEBITCARD	09/27/2022	<a href="#">View</a>	
<input type="checkbox"/>				USD	Cancell...		Not Ava...		Test User	CREDITCARD	09/27/2022	<a href="#">View</a>	
<input type="checkbox"/>				USD	Cancell...	09/26/2022 09:15:26	Not Ava...		Test User	DEBITCARD	09/27/2022	Not Availa...	
<input type="checkbox"/>		ODLLRFWIU	400.00	USD	Success	09/26/2022 09:14:59	Not Ava...	<a href="#">View</a> <a href="#">Email</a>	Test User	CREDITCARD		Not Availa...	



# Have Questions?

The screenshot displays the Clipper Magazine payment portal. The top navigation bar includes 'Exports', 'EIPP', and 'Workboard'. The main content area is divided into several sections: 'Customer Details' with a bar chart, 'Quick Links' with 'Manage Payments' and 'Contact Supplier' buttons, 'Due Amount' showing 'Overdue 61-90 days' and 'USD 0.00', 'Amount Due By Aging Buckets' with a bar chart, and 'Last Payment Details' showing 'Amount Paid USD 10.00' and 'Date 29 September 2022'. A red arrow points from the 'Contact Supplier' button to a 'Raise Ticket on Email' modal window. The modal window has the following fields: 'To:' (paymentportal@clippermagazine.com), 'BCC:', 'Subject \*:' (Clipper Magazine: Contact Supplier), 'Body \*:' (with a rich text editor and the text 'Contact Supplier'), and 'Attachment:' (with a 'Browse...' button). The modal also includes a 'Cancel' button and a 'Send' button. A note at the bottom of the modal states: 'Maximum size of the file is 5 MB. In case of multiple files, zip and upload the .rar file'.

Email us directly at [paymentportal@clippermagazine.com](mailto:paymentportal@clippermagazine.com) or call 1-866-509-0021