

## New UIIA Payment Process

The following new UIIA Payment Process will be introduced on Monday, June 22, 2020 and allow UIIA participants more flexibility in managing payment of their annual UIIA administrative service fee. The new UIIA Payment Process will provide the following new features/functionality:

- **Manage Billing Users** – UIIA participants will be able to add specific individuals within their organization to receive notifications related to the annual UIIA service fee.
- **Manage Payment Methods** – Motor Carriers and Equipment Providers will have the ability to setup payment details that will allow future payment of their annual UIIA service fee to be paid automatically. This includes ability to enroll in auto-pay by credit card and also by ACH. This eliminates the possibility of delayed application of payments made by check that are required to go to IANA's lockbox for processing before payment can be applied to the account.
- **Confirmation of Receipt of Payment** – Many times UIIA participants may request receipt for the payments. A new feature will automatically send a paid receipt once payment has been applied to a UIIA participant's account.

Please see the screenshots below that provide an overview of the new features once logged into your UIIA account:

### Manage Billing Users

Click on Manage Billing Users to add/delete individuals within your organization that you would like to receive the annual UIIA invoice and have the ability to update information under Manage Billing Methods under your UIIA account.

The screenshot shows the 'MC Home' dashboard for 'Sasko Intermodal Trucking'. On the left sidebar, under 'Motor Carrier', the 'Manage Billing Users' option is highlighted with a red arrow. The main content area displays contact information for John Smith, including phone numbers (301)982-3400 and (253)322-9985, email address debbie.sasko@intermodal.org, and address 11 Lakeside Drive, Beltsville MD 20705 USA. A link 'View All Equipment Providers' is visible at the bottom of the main content area.

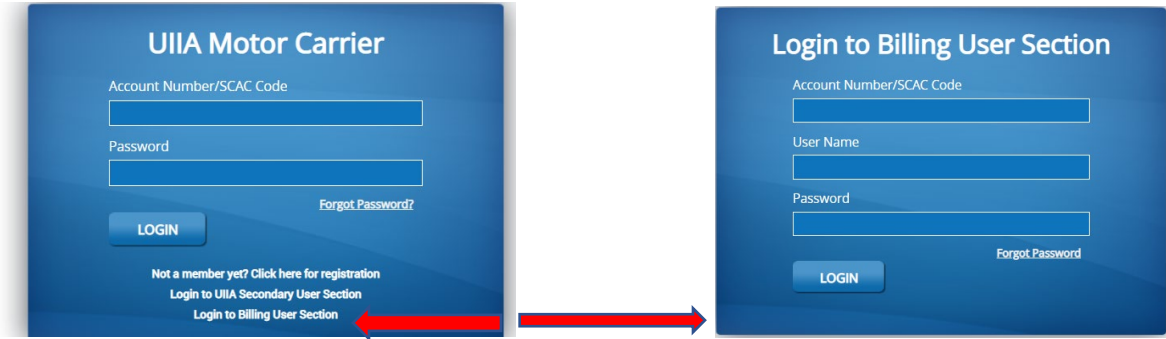
**Note:** The main UIIA contact will continue to receive notice of the annual UIIA invoice as well.

**To Add Billing User –** Click on Add User and enter the fields shown and then click SAVE.

The screenshot shows the 'Manage Billing Users' form with a table of users. A message at the top indicates 'User has been saved successfully.' The table has columns for User Name, Password, Contact Suffix, First Name, Last Name, Title, Phone, Fax, and Email.

ADD NEW	User Name	Password	Contact Suffix	First Name	Last Name	Title	Phone	Fax	Email
	debbie	*****	Mr.	Debbie	Sasko	Accounting	3019823400	2533229985	dsasko@uiia.org

Billing Users will login by going to the Main MC Login page and selecting login as Billing User. A billing user will need to login with SCAC, User Name and Password.



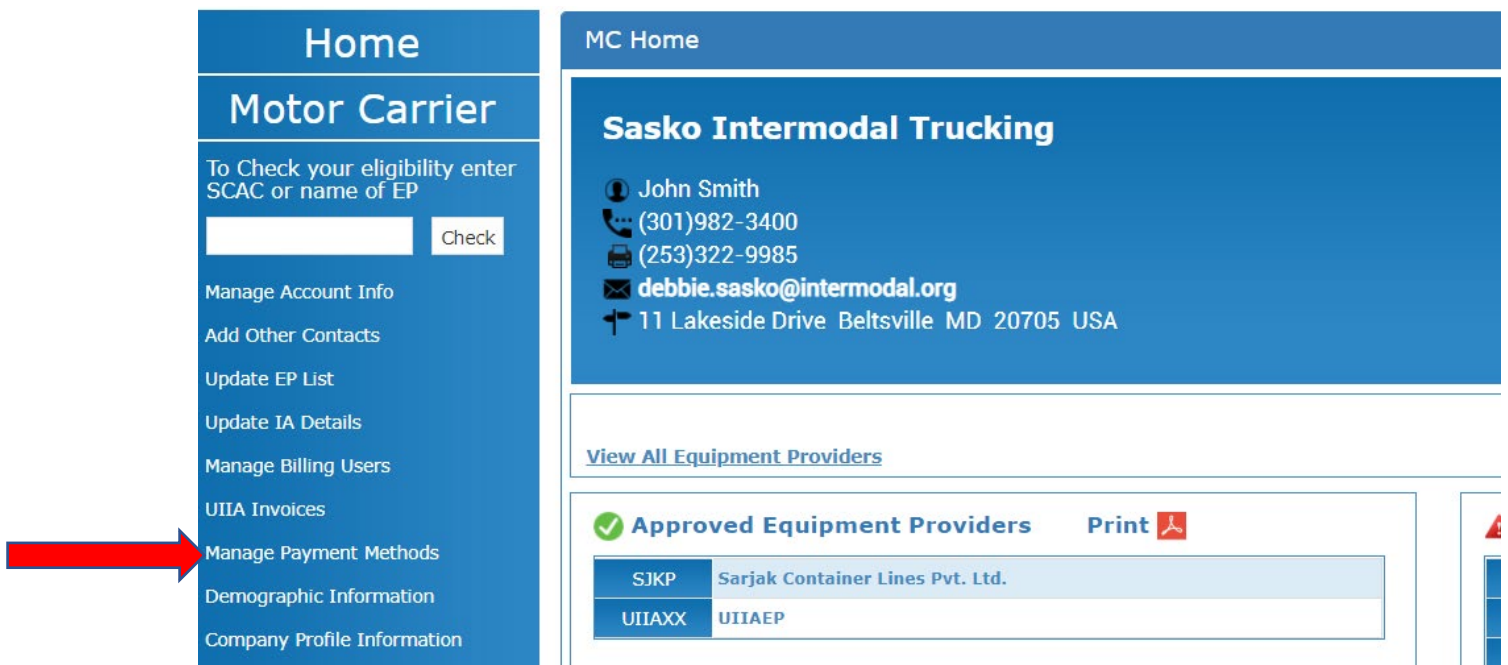
### Manage Payment Methods

UIIA participants can use the “Manage Payment Method” to setup how they wish to remit payment of future UIIA annual invoices. The options available for payment are:

- **Credit Card or Debit Card**
- **ACH Payment** – authorizes IANA to debit a UIIA participant’s savings or checking account for the UIIA annual fee eliminating the need to send a physical check.

Enter the payment method you prefer to use for future payments of the annual UIIA administrative service fee and UIIA participants can also enroll in Auto-Pay. **If the Auto-Pay option is selected, then each year at the time of the UIIA participant’s renewal, IANA will automatically process payment of the UIIA invoice using the preferred method of payment set-up by the UIIA participant.**

1. Select “Manage Payment Methods” from the UIIA navigation bar.



## 2. Manage Payment Methods

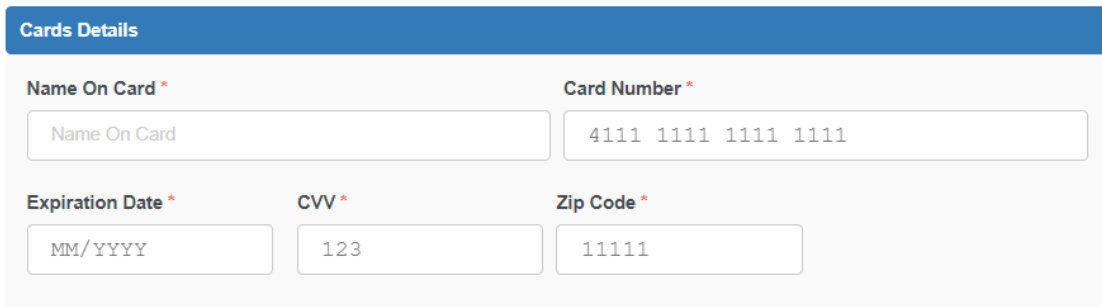
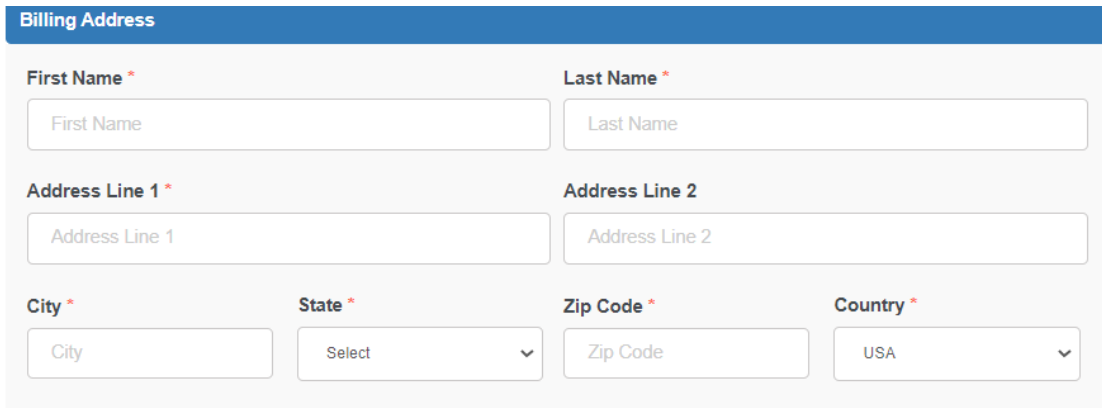
### a. Select the type of payment method – Credit Card/Debit Card or ACH Payment


#### Add/Saved Payment Method



### 3. If Credit or Debit Card selected then user will be asked to enter the following information:

- Billing Address
- Credit Card Details
- Auto-Pay Selection – if user wants IANA to use this method of payment each year when their UIIA annual invoice is generated, check this box. If selected, then the preferred method of payment will be used each year automatically.



Enable Auto Pay  **Select Auto-Pay to have preferred method of payment used automatically to process payment of future UIIA invoices**

**Note:** When you enroll in AutoPay, we will automatically debit the bank account, debit card, or credit card you've chosen every quarter for the total amount due for your UIIA quarterly invoices. When your invoice is generated, you will receive an email notification that includes your quarterly invoice, and confirms that your payment will automatically be paid using the payment method you previously selected. A paid receipt will be sent via e-mail if the AutoPay option is enabled once the payment has been made. Also, your payment method will be encrypted and securely stored in Braintree's Vault.

**Note:** Payment information will be encrypted and securely stored in Braintree's Vault, which is IANA's third-party billing vendor. All credit card information must be entered by the MC online. UIIA staff will not be able to do this for you.

4. If ACH Payment is selected then user will be asked to provide the following information:
- a. Click on “ADD NEW BANK”.
  - b. Billing Address
  - c. Bank Details – banking account number, routing number, type of account
  - d. Auto-Pay – if user wants IANA to use this method of payment each year when their UIIA annual invoice is generated, check this box. If selected, then the preferred method of payment will be used each year automatically.

### Billing Address

**Ownership Type \***  
 Personal  Business

**First Name \***  **Last Name \***

**Address Line 1 \***  **Address Line 2**

**City \***  **State \***  **Zip Code \***  **Country \***

### Bank Details

**Bank Account Number \***  **Routing Number \***

**Account Type \***

Set as default payment method

Enable Auto Pay

**Select Auto-Pay to have preferred method of payment used automatically to process payment of future UIIA invoices**

**Note:** Payment information will be encrypted and securely stored in Braintree’s Vault, which is IANA’s third-party billing vendor.

## UIIA Invoices

UIIA participants can access all current and past invoices by clicking on “UIIA Invoices”. Under this screen, users will have the ability to perform the following actions:

1. Pay an open invoice.
2. Download a copy of the invoice.
3. Once invoice paid, user can download a copy of paid receipt. (Note: Paid receipt will be sent via e-mail at the invoice is paid).

**Home**

**Motor Carrier**

To Check your eligibility enter SCAC or name of EP

Manage Account Info

Add Other Contacts

Update EP List

Update IA Details

Manage Billing Users

**UIIA Invoices**

Manage Payment Methods

Demographic Information

Company Profile Information

**MC Home**

### Sasko Intermodal Trucking

John Smith  
(301)982-3400  
(253)322-9985  
debbie.sasko@intermodal.org  
11 Lakeside Drive Beltsville MD 20705 USA

[View All Equipment Providers](#)

**Approved Equipment Providers** [Print](#)

SJKP	Sarjak Container Lines Pvt. Ltd.
UIIAXX	UIIAEP

Clicking on UIIA Invoices – takes user to screen below showing open and past invoices: Click on Invoice Number to view the invoice.

**Payment Details**

Note: Click on Invoice Number to see details on an invoice.  
Invoices shaded in red signify written off adjustment has been made to account.

Invoice No.	Invoice Date	Invoice Amount	Invoice Status	Paid Amount	Payment Date	Actions
303133	2020-01-12	735.00	OPEN	91.00	2020-05-04	<a href="#">Download Invoice</a> <a href="#">Pay Now</a>

[Close](#)