



IMPORTANT – YOUR INVOICE PAYMENTS ARE CHANGING

February 2021

As part of the integration of Breckenridge Building Center and Edwards Building Center to the ACS technology infrastructure, we are writing to keep you informed about a new way for Breckenridge and Edwards Building Center customers to save some time and postage when making payments.

As of **March 1, 2021**, Breckenridge and Edwards customers have a new electronic invoice and bill payment capability for customers with an active credit account. Below you will find instructions on how to sign up for the new [Breckenridge eInvoice](#) website, or the [Edwards eInvoice](#) website, and configure your automatic payment options.

You may also choose to continue paying your monthly account statement by mailing a check to our payment address.

All manual check payments for **Breckenridge Building Center** customers should be made payable to “Breckenridge Building Center” and mailed to:

**BRECKENRIDGE BUILDING CENTER
PO BOX 140
BRECKENRIDGE, CO 80424**

All manual check payments for **Edwards Building Center** customers should be made payable to “Edwards Building Center” and mailed to:

**EDWARDS BUILDING CENTER
PO BOX 140
BRECKENRIDGE, CO 80424**

The new **eInvoice** website provides 24/7 online access, anytime, anywhere, to view, print, download, and pay your Breckenridge or Edwards invoices and credit account statements. You can save time by scheduling future payments with no need to write checks while reducing postage costs and eliminating paper statements. Please refer to the FAQ (included with this letter) for more details.

We cannot thank you enough for all our local relationships which have withstood the test of time. We are asking all of our team members to continue delivering the personalized service and quality products you deserve and have come to expect. The best is yet to come as Breckenridge Building Center and Edwards Building Center achieve greater success as part of ACS. We thank you for placing your trust in us and are looking forward to working with you for many years to come!

Sincerely,
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eINVOICE QUICK START INSTRUCTIONS

After receiving your invoice statement in the mail, please visit the login screen at breckenridgebuildingcenter.com/payments or edwardsbuildingcenter.com/payments where you will see this screen and click on the “Sign Up Now” button. Note the eInvoice website does not work with Apple Safari, Microsoft Internet Explorer, or Microsoft Edge web browsers. It only works with Google Chrome or Firefox browsers.



Next, you will need your credit **Account Number** and **Enrollment Token**, which are printed on your February account statement. Please enter the email address that will be the primary/administrator email for your eInvoice account. Then create a **User Name** and **Password**, while entering the answers to **3 security questions** if you need to reset your password.

Sign Up With eInvoice Connect Already Have an Account? [Sign In](#)

*All fields are required unless otherwise indicated as "optional"

User Information
Enter your full name and email address, then create a user name and password for your account.

Name: Enter your first and last name here.

Email Address:

User Name:

Password:

Confirm Password:

Account Information
To verify your account, enter your account number along with the enrollment token found on your bill.

Account Number:

Enrollment Token:

Security Questions
Select and answer three security questions.

Security Question 1: ↓

Answer 1:

Security Question 2: ↓

Answer 2:

Security Question 3: ↓

Answer 3:

Stop Sending Mail (Check here if you would like us to stop mailing your paper bills)

I agree to the [Subscriber Agreement](#)

[Sign Up](#)



eINVOICE QUICK START INSTRUCTIONS

Next, you will receive a **confirmation email** that will be sent to the email address you entered on the “Sign Up with eInvoice Connect” screen. In that email, please click on the **confirmation link** to complete the creation of your account. Clicking on the email confirmation link will open a new browser tab where you can now enter your **User Name** and **Password** to **“Sign In To Your Account”**.



Once you successfully sign in, you will then see the home page screen, which will look similar to the screenshot below with tabs showing **“Open”** (unpaid) invoices, **“Closed”** (paid) invoices, **“Payment History”**, and **“Settings”**.

| PDF | Note | Group | Acct # | Doc Type | Invoice # | Invoice Date | Invoice Amount | PO # | Job # | Job Name | Disc Amt | Disc Date | Paid Online | Open Balance | D. | Ship Address |
|--------------------------|------|---------------|---------|-------------------|------------------|--------------|----------------|-------------------|-------|--------------------------|----------|-----------|-------------|--------------|----|-------------------------|
| <input type="checkbox"/> | | Default Group | 09X5947 | INVOICE | 1157402 | 07/19/2020 | 262.75 | | 2-0 | SHAWN CLINE - CLONE - LI | 0.00 | | 0.00 | 262.75 | N | SHAWN CLINE - CLONE ... |
| <input type="checkbox"/> | | Default Group | 09X5947 | UNAPPLIED PAYMENT | COA80X0947-04989 | 07/19/2020 | -2924.08 | UNAPPLIED PAYMENT | 0-0 | SHAWN CLINE CLINE | 0.00 | | 0.00 | -2924.08 | N | |
| <input type="checkbox"/> | | Default Group | 09X5947 | INVOICE | H088940 | 06/16/2020 | 137.29 | 2006-088940 | 1-0 | SHAWN CLINE GENERAL A | 0.00 | | 0.00 | 137.29 | N | |
| <input type="checkbox"/> | | Default Group | 09X5947 | INVOICE | H081597 | 05/29/2020 | 2786.79 | 2005-081597 | 2-0 | SHAWN CLINE - CLONE - LI | 0.00 | | 0.00 | 2786.79 | N | |



eINVOICE QUICK START INSTRUCTIONS

Now, please click on the **“Settings”** tab where you will see your eInvoice account profile settings.

The screenshot shows the 'Settings' tab selected in the top navigation bar. On the left, a sidebar menu lists 'Profile Settings', 'Payment Settings', 'Notification Settings', 'User Management', 'Account Management', and 'Group Management'. The main content area is titled 'Profile Settings' and contains the following fields:

- User Name: 09X5947
- Name: Trent Waterhouse
- Email Address: trent.waterhouse@hbs-lbm.com
- Security Question 1: What is your favorite hobby? (dropdown menu)
- Answer 1: [Empty text box]
- Security Question 2: Who is your favorite athlete? (dropdown menu)
- Answer 2: [Empty text box]
- Security Question 3: Where was your mother born? (dropdown menu)
- Answer 3: [Empty text box]

A red 'Save' button is located at the bottom right of the form. A tooltip on the right side of the form reads: 'Enter your answer for the first security question. You will be required to answer this question if you ever need to reset your password.'

Then, please click on **“Payment Settings”** on the left to enter your banking information, or credit card information, which will be used to pay invoices. Click on the **“Add Bank Account”** button.

The screenshot shows the 'Settings' tab selected in the top navigation bar. On the left, the sidebar menu is the same as in the previous screenshot. The main content area is titled 'Payment Settings' and contains the following elements:

- Sub-tabs: 'Payment Accounts' and 'Payment Options'.
- Table headers: 'Friendly Name' and 'Account Type'.
- Message: 'No payment accounts have been added yet.'
- Red button: 'Add Bank Account'.



eINVOICE QUICK START INSTRUCTIONS

Now, please enter your **Banking Account** information. Then be sure to select the **“Default Group”** at the bottom of the screen. Note the tab for **“Auto-Pay”** settings and **“Payment Options”**.

The screenshot shows the 'Payment Settings' interface. On the left is a sidebar with navigation options: Profile Settings, Payment Settings (selected), Notification Settings, User Management, Account Management, and Group Management. The main area is titled 'Payment Settings' and contains two tabs: 'Payment Accounts' and 'Payment Options'. The 'Payment Accounts' tab is active, showing a form with the following fields: Friendly Name (My Bank Account), Bank Name (empty), Account Type (Business Checking), Name On Account (empty), Routing Number (empty), Account Number (empty), Retype Account Number (empty), Address 1 (empty), Address 2 (empty), City (empty), State/Province (AA), and Zip/Postal Code (empty). A tooltip points to the Bank Name field with the text: 'Enter the name of the bank that you want to pay with.'

The credit card screen looks very similar, if you click on **“Add Credit Card”** from the **“Payment Settings”** tab. Please note there is a payment processing fee for using a credit card.

The screenshot shows the 'Payment Settings' interface for a credit card. The 'Auto-Pay Settings' tab is active. A note at the top states: 'Please note that discounts cannot be taken when paying with a credit card.' Below this are icons for Visa, Mastercard, and American Express. The form fields include: Friendly Name (My Credit Card), Credit Card Number (empty), Expiration Date (01/2019 to 12/2019), Name on Card (empty), Address 1 (empty), Address 2 (empty), City (empty), State/Province (AA), and Zip/Postal Code (empty). At the bottom, there is a section for 'Group Name' with a list of groups: 'Default Group', 'SMT', 'SMT 1', and 'SMT 2'. A note above this section says: 'Your payment account must be assigned to at least one group. Select the group(s) from the list below that you want to assign the payment account to or add a new group.' There is an 'Add Group' button and 'Cancel'/'Save' buttons at the bottom.



eINVOICE QUICK START INSTRUCTIONS

If you wish to set up automatic payments each month with a maximum amount threshold, click on the “**Auto Pay Settings**” tab.

Payment Settings
Manage your payment settings, payment accounts and auto-pay settings.

Payment Accounts **Auto-Pay Settings** Payment Options

Manage your Auto-Pay Settings.

Auto-Payment: Enable ▼

Payment Account: No Account Selected ▼

Payment Threshold: 0.00

I have reviewed and agree to the [Terms and Conditions](#)

Cancel Save

Complete payments setup by clicking on “**Payment Options**” to make sure the box is checked that says “**Auto-close Paid Documents**”.

Payment Settings
Manage your payment settings, payment accounts and auto-pay settings.

Payment Accounts Auto-Pay Settings **Payment Options**

Manage payment related options.

Auto-Close Paid Documents (automatically move bills to the “Closed” tab when the bill is paid in full)

Cancel Save

Now you are set up to pay invoices electronically.

In order to view an invoice, please click on the “**Open**” (unpaid) or “**Closed**” (paid) tab from the main home screen. Invoices can then be sorted by Account #, Invoice #, PO #, Invoice Date, Due Date, and Amount Due. Click on the Adobe PDF icon image if you wish to download an invoice. You can also check the box next to multiple invoices to print, download, or pay multiple invoices.



Frequently Asked Questions

Who can access eInvoice?

All Breckenridge Building Center customers and Edwards Building Center customers. eInvoice will be available as of March 1, 2021.

How does it work?

eInvoice provides you with a number of convenient capabilities. You can easily access your invoices and statements online in a PDF format. You can also download your billing information into QuickBooks, Peachtree, or Microsoft Excel. You are also helping the environment by agreeing to electronic rather than paper statements.

How much does it cost?

We provide this service as a convenience to our customers at no additional cost. eInvoice will likely save you time and money by avoiding the need to open, sort, file, and shred paper statements. However, please note *any payments made on the last day of the month incur a finance charge* since online payments take up to 48 hours to process.

Will I still receive paper statements?

No, by default, once you enroll in eInvoice, you will stop receiving paper statements. You can change this setting in your eInvoice account.

Can I cancel after I sign up?

Yes. If you want to cancel your eInvoice account, please contact your location manager or billing team.

Can I make payments?

Yes. When you set up your eInvoice account, you will add checking account details to make ACH payments for your monthly account statement.

Can I cancel a payment?

Yes, but only scheduled payments. Same day payments cannot be canceled. Scheduled payments can be canceled prior to processing. View your scheduled payments by clicking on the "Payment History" tab, then simply click "Cancel" which appears to the right of the scheduled payment.

Is my payment information safe?

Your payment account information is encrypted, and the eInvoice website is PCI Level 1 compliant and SSAE 16 certified. It would be best to use a strong password and protect your eInvoice password like you would your banking account access.

How will I know when I have a new bill?

You will receive an email each month on the first of the month that you have a new statement available for review and payment.



Frequently Asked Questions

Will my invoices look the same online?

The invoices in eInvoice look exactly the same as a paper invoice. Invoices, Credits, Job Statements, and Master Statements all appear when you login to your eInvoice account.

Can I print and save my bills?

Yes. eInvoice uses the industry-standard PDF format so you can easily print and store documents on your computer.

If I set up AutoPay, when is my payment scheduled to process?

If you set up AutoPay, the ACH payment from your checking account will process on the 2nd day of each month. Otherwise, you can manually schedule a payment for the exact date you like. However, please note *any payments made on the last day of the month incur a finance charge* since online payments take up to 48 hours to process.

What is my eInvoice username?

You will be provided with your username so you can set up your eInvoice account. You cannot change your username as it is tied to your Master Account Number in our back-office systems.

Can I see invoices for a specific date range or job number?

Yes. You can set filters for a specific column you want to filter. Once filtered, you can select only those invoices for a particular payment.

How are my invoices organized by default?

All unpaid invoices are listed in the "Open" tab. You will see listed in the "Open" tab, invoices, credits, job statements, and master statements. There is also an option in the "Settings" tab to automatically mark invoices as "Closed" once paid in full.

Can I print or download multiple bills at one time?

Yes. Click the box next to each item and then click the "Print", "Download", or "Pay" button to print, download, or pay the list of items checked.

Can I download files into my accounting software?

Yes. You can download to QuickBooks, Peachtree, and a CSV file for Microsoft Excel.