

WorkWave Customer Portal Instructions

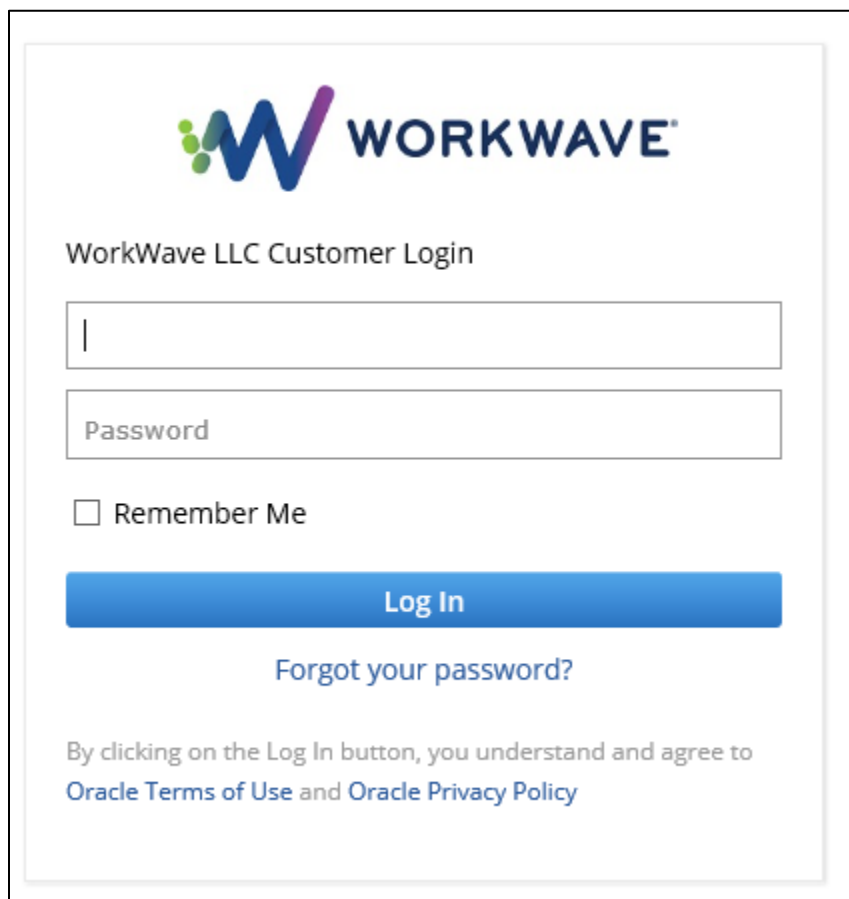
Please visit the link below:


<https://293473.app.netsuite.com/app/login/secure/privatelogin.nl?c=293473>

To access your WorkWave Customer Portal, please use the billing e-mail address associated with your WorkWave account.

*All user names and passwords are case sensitive and should not be copied and pasted.

**Please call 800-762-0301, option 5, or email billing@workwave.com if you are unable to access your account.



 WORKWAVE[®]

WorkWave LLC Customer Login

|

Password

Remember Me

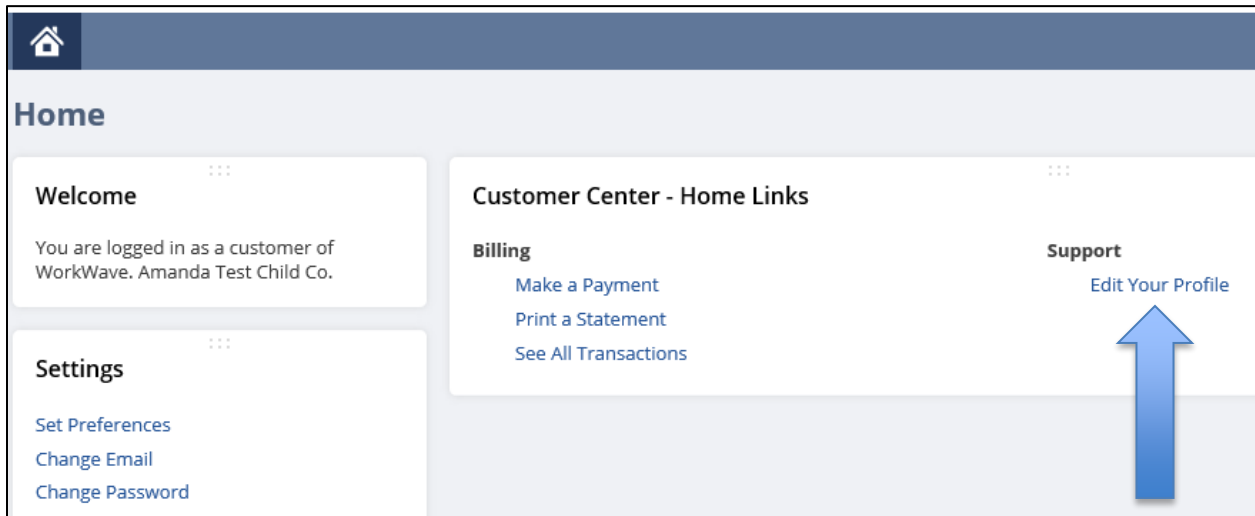
Log In

[Forgot your password?](#)

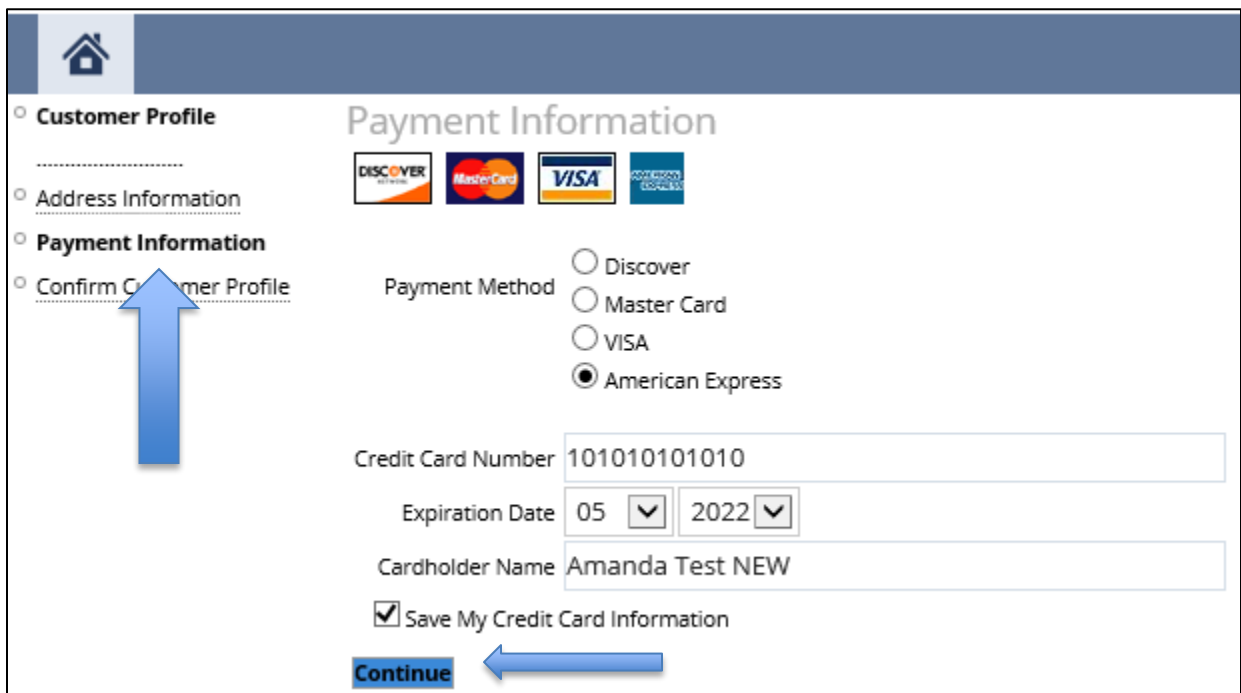
By clicking on the Log In button, you understand and agree to [Oracle Terms of Use](#) and [Oracle Privacy Policy](#)



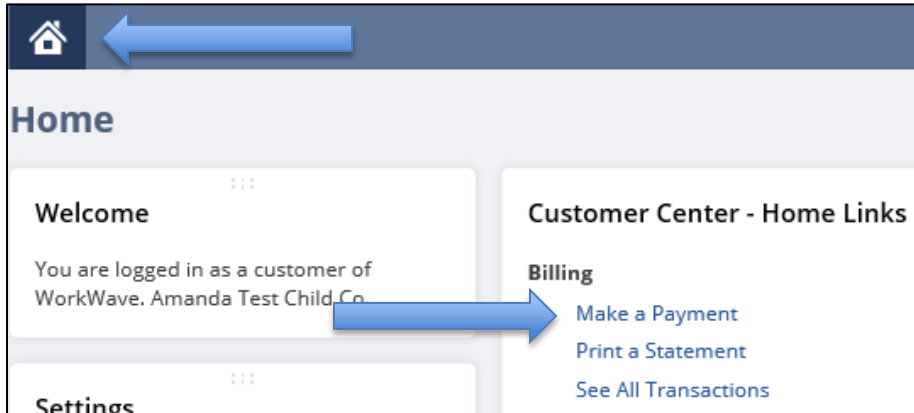
Select **Edit Your Profile** in the Support menu to update your credit card or account information.



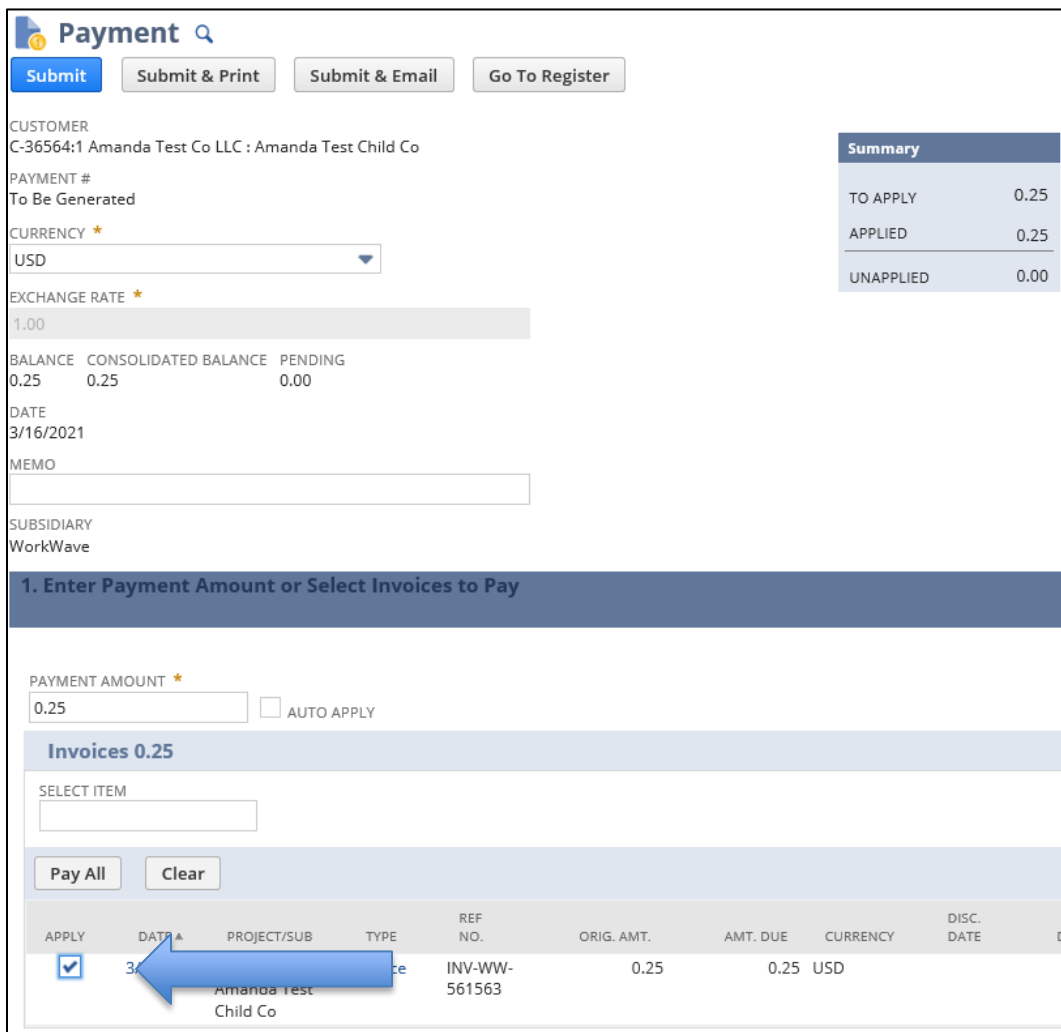
Select **Payment Information**, and enter your credit card details. Then, click **Continue**.



To make a payment, return to the home screen and select **Make a Payment** in the Billing menu.



Select the invoice(s) that you'd like to pay.



Select the card that you'd like to use from the **Cards on File** box or add a new card. If you are adding a new card, be sure to check the **Make Default** if you'd like this card to be used for future billing. Click **Submit**.

2. Enter Credit Card Information

CARDS ON FILE
American Express - ...t NEW DEFAULT CARD

PAYMENT METHOD *
American Exp

CREDIT CARD #

EXPIRES (MM/YYYY)
05/22

NAME ON CARD
Amanda Test NEW

CARD STREET
101 Crawfords Corner Road

CARD ZIP CODE
07733

SAVE THIS CARD MAKE DEFAULT

Submit Submit & Print Submit & Email Go To Register

Confirm that the charge looks correct, and click **OK**.

Please Confirm Credit Card Charge

Credit Card: *****0005

Expiration Date: 05/2022

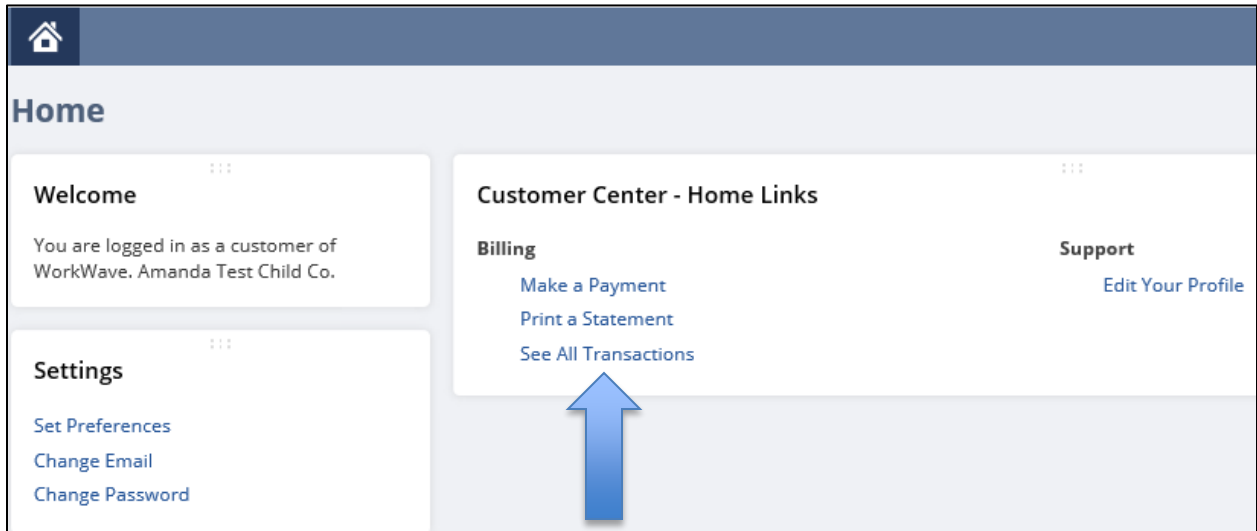
Name on Card: Amanda Test NEW

Charge Amount:
USD 0.25

OK Cancel



To download an invoice or payment receipt, return to the home screen and select **See All Transactions** from the Billing Menu.



Click the date or document number to access the transaction.

The screenshot shows the 'Transactions' page with a table of transactions. A blue arrow points to the 'TRANSACTION NUMBER' column. The table contains the following data:

DATE	TYPE	DOCUMENT NUMBER	TRANSACTION NUMBER	NAME
3/16/2021	Invoice	INV-WW-561563		C-36564:1 Amanda Test Co LLC : Amanda Test Child Co
3/16/2021	Payment	PYMT-WW-612706	PYMT-WW-612727	C-36564:1 Amanda Test Co LLC : Amanda Test Child Co

The document can be printed or emailed from this page.

