



MEMBER PORTAL *REGISTRATION*

Welcome to the Netset Communications family! The *Member Portal* allows you to review monthly invoices and manage your data usage. This document will help you register and set up your own portal.

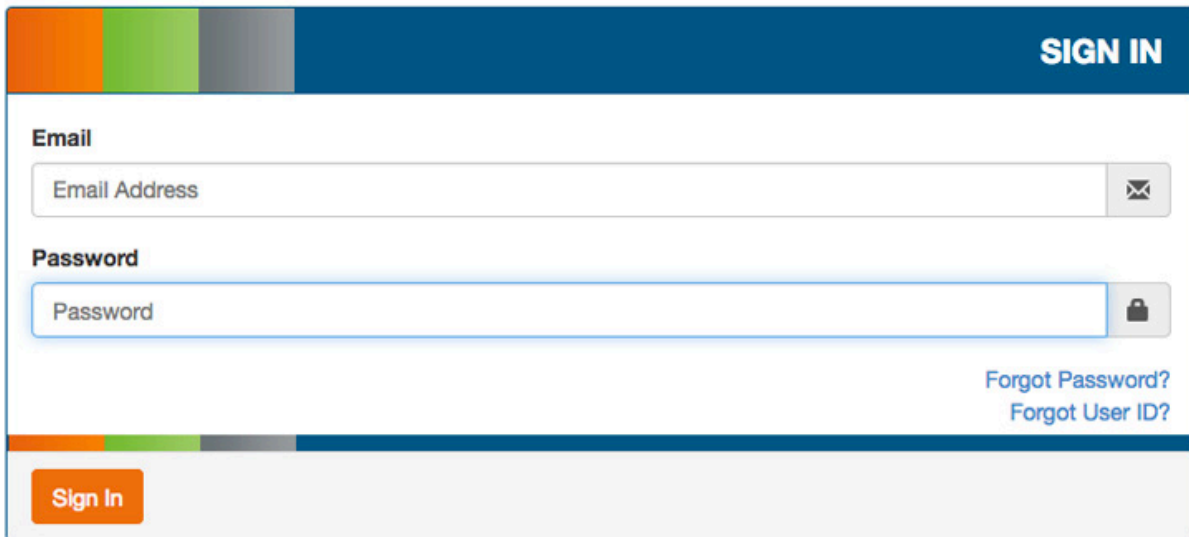


Go to *NetSet1.ca*, select *Member Login* from the menu and click on *Registration*.



Home

Registration



The screenshot shows the 'SIGN IN' page of the NetSet1.ca member portal. At the top, there is a navigation bar with the Netset logo and two menu items: 'Home' and 'Registration', with 'Registration' circled in orange. Below the navigation bar is a dark blue header with the text 'SIGN IN' in white. The main content area contains two input fields: 'Email' with a placeholder 'Email Address' and an envelope icon, and 'Password' with a placeholder 'Password' and a lock icon. To the right of the password field are two links: 'Forgot Password?' and 'Forgot User ID?'. At the bottom left of the form is an orange 'Sign In' button.



2

Fill out the *Registration* form to create your Member Portal.

3

Once you have completed the *Registration*, please login to the Member Portal to add your payment information within 48 hours.

**See page 6 for instructions on how to make a payment.*

Note: All future payments will be processed 5 days after your invoice date, based on the payment method you provided.



Home

Registration

REGISTRATION


Billable ID


Account Number


Invoice Number

First Name

Last Name

Email
 
Please enter a valid Email.

Password
 

Confirm Password
 
Password must match Confirm Password

Secret Question?

Answer

Register

OVERVIEW

BILLING & USAGE SUMMARY

Welcome back, Ashley

Thank you for being a valued customer since Thursday, March 26, 2015

I want to... ▼

Your balance is: \$55.57

Payment Due Date: Tuesday, July 10, 2018

[Manage Paperless Billing](#)

Billable ID
9900210

Username | Billable ID
NetSet - 9900210

Billing Group
002

Billing Cycle
9 - 15 days left

Rate Plan
No Limits Plans
Telecommuter Plan

[Value Added Services](#) [Top Up](#)

Usage Type

Type	Available	Used	Remaining
Current Usage			
Projected Usage			

[Usage History](#)

* Note: Your Data usage is updated every 24 hours at 07:00 am. Current reporting is not in real time.

DASHBOARD VIEW

Once you upgrade to the Netset LTE network, you will be able to monitor your data usage through the Portal.

Available Data

Allotted monthly data included in your package and additional data package, if applicable.

Remaining Data

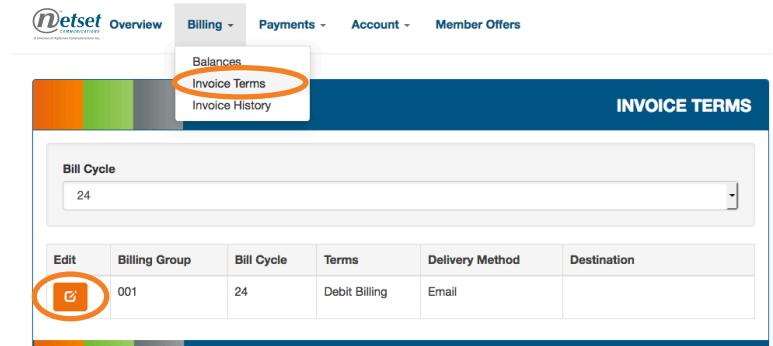
The amount of data you have until your next billing cycle.

Projected Usage

Based on your current usage, the system projects you will use this amount of data by the end of your billing cycle.

EDIT INVOICE TERMS

- 1 Select **Invoice Terms** from the **Billing** dropdown menu.
- 2 Click on the **Edit** icon next to the contract you wish to edit.
- 3 Choose **Debit or Credit Card Billing** under **Invoice Terms**.
- 4 Change bank account / credit card info by clicking on the **Change Bank Information** button.
- 5 Change invoice **Destination**.
- 6 You must agree to the **Terms and Conditions** in order to save your invoice terms.
- 7 Click **Save** to save your changes.




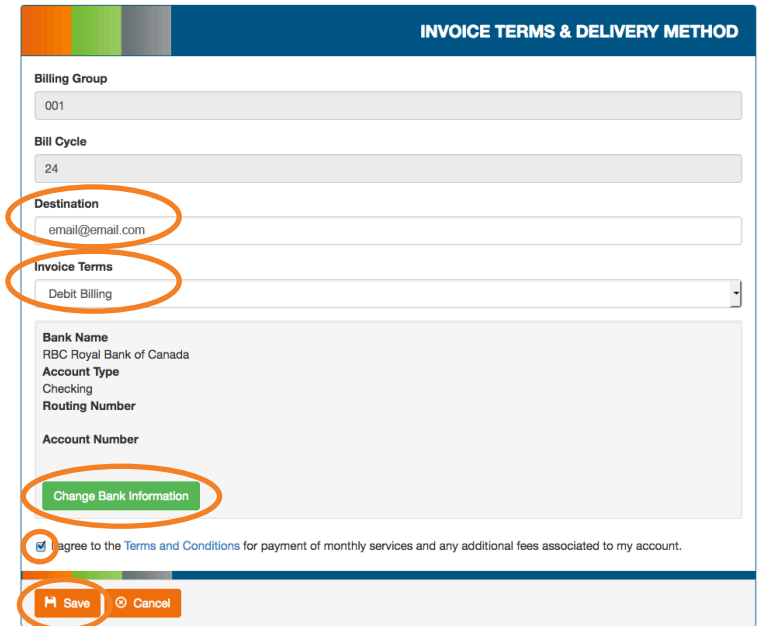
Netset Overview Billing - Payments - Account - Member Offers

- Balances
- Invoice Terms**
- Invoice History

INVOICE TERMS

Bill Cycle: 24

Edit	Billing Group	Bill Cycle	Terms	Delivery Method	Destination
	001	24	Debit Billing	Email	



INVOICE TERMS & DELIVERY METHOD

Billing Group: 001

Bill Cycle: 24

Destination: email@email.com

Invoice Terms: Debit Billing

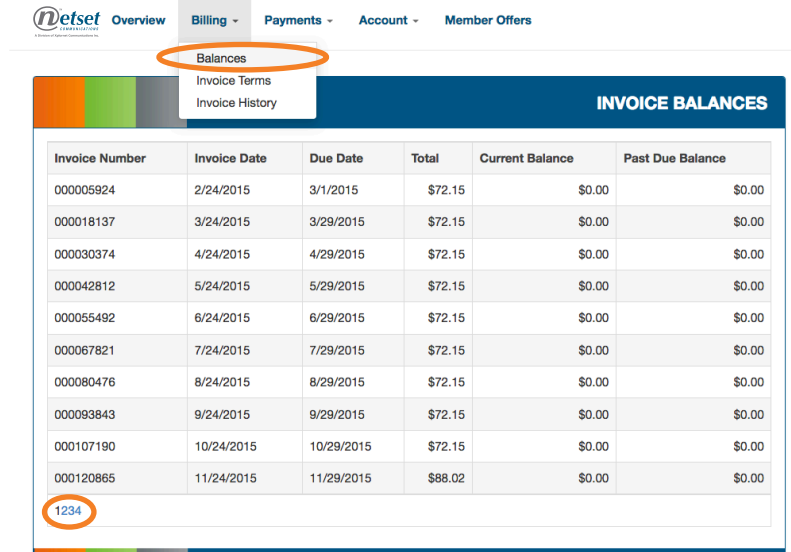
Bank Name: RBC Royal Bank of Canada
 Account Type: Checking
 Routing Number:
 Account Number:
Change Bank Information

I agree to the Terms and Conditions for payment of monthly services and any additional fees associated to my account.

Save **Cancel**

VIEW BALANCES

- 1 Select *Balances* from the *Billing* dropdown menu.
- 2 Review balances from invoices and click on the page numbers to view more.



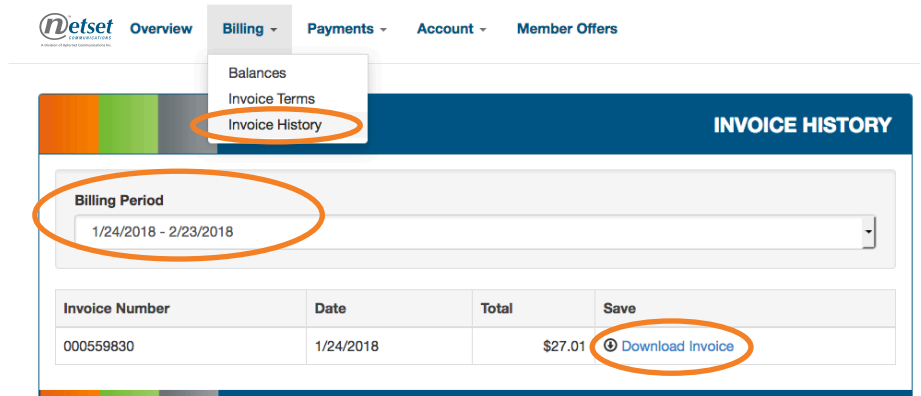
The screenshot shows the Netset Billing interface. The 'Billing' dropdown menu is open, and 'Balances' is selected. The 'INVOICE BALANCES' table is displayed with the following data:

Invoice Number	Invoice Date	Due Date	Total	Current Balance	Past Due Balance
000005924	2/24/2015	3/1/2015	\$72.15	\$0.00	\$0.00
000018137	3/24/2015	3/29/2015	\$72.15	\$0.00	\$0.00
000030374	4/24/2015	4/29/2015	\$72.15	\$0.00	\$0.00
000042812	5/24/2015	5/29/2015	\$72.15	\$0.00	\$0.00
000055492	6/24/2015	6/29/2015	\$72.15	\$0.00	\$0.00
000067821	7/24/2015	7/29/2015	\$72.15	\$0.00	\$0.00
000080476	8/24/2015	8/29/2015	\$72.15	\$0.00	\$0.00
000093843	9/24/2015	9/29/2015	\$72.15	\$0.00	\$0.00
000107190	10/24/2015	10/29/2015	\$72.15	\$0.00	\$0.00
000120865	11/24/2015	11/29/2015	\$88.02	\$0.00	\$0.00

A page number '1234' is visible at the bottom left of the table area.

DOWNLOAD INVOICES

- 1 Select *Invoice History* from the *Billing* dropdown menu.
- 2 Select billing period.
- 3 Click to *Download Invoice*.



The screenshot shows the Netset Billing interface. The 'Billing' dropdown menu is open, and 'Invoice History' is selected. The 'INVOICE HISTORY' page is displayed with the following data:

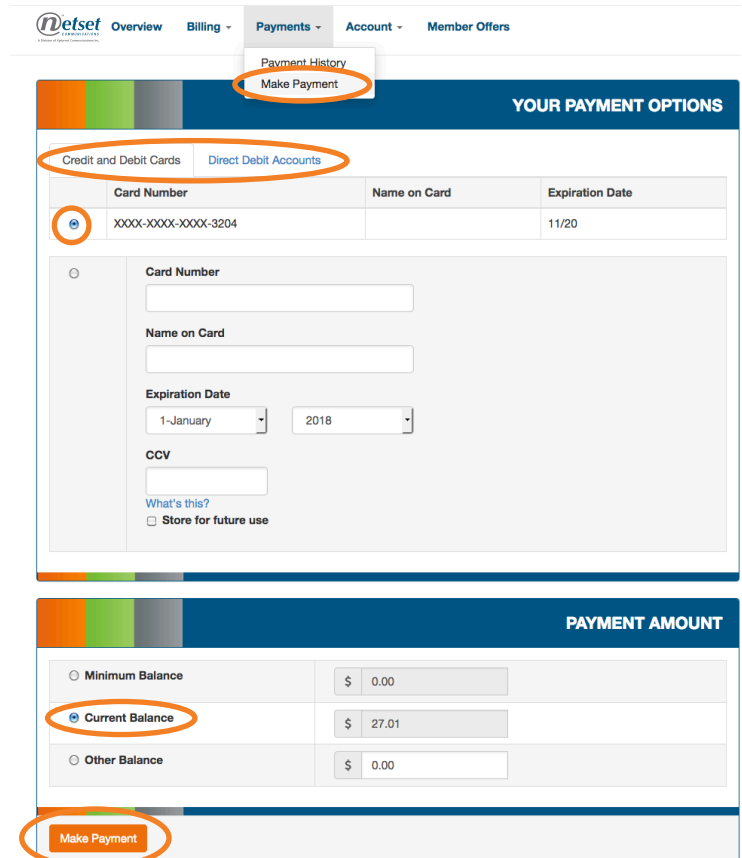
Billing Period: 1/24/2018 - 2/23/2018

Invoice Number	Date	Total	Save
000559830	1/24/2018	\$27.01	Download Invoice

MAKE A PAYMENT

- 1 Select **Make a Payment** from the **Payments** dropdown menu.
- 2 Select the tab that is associated with your payment method on file (**Credit and Debit Cards** or **Direct Debit Accounts**).
- 3 Click on the circle to the left of your preferred method payment to select it.
- 4 Under **Payment Amount**, select **Current Balance** (this balance is based on your first month services).
- 5 Click on **Make Payment**.

**Please note that it can take up to 24 hours to process the payment and for it to show on your account.*



The screenshot shows the Netset website's 'MAKE A PAYMENT' interface. At the top, there is a navigation bar with 'Overview', 'Billing', 'Payments', 'Account', and 'Member Offers'. The 'Payments' dropdown menu is open, showing 'Payment History' and 'Make Payment' (circled in orange). Below this is the 'YOUR PAYMENT OPTIONS' section, which has two tabs: 'Credit and Debit Cards' (circled in orange) and 'Direct Debit Accounts'. Under 'Credit and Debit Cards', there is a table with columns for 'Card Number', 'Name on Card', and 'Expiration Date'. The first row shows a card number 'XXXX-XXXX-XXXX-3204', an expiration date of '11/20', and a radio button selected to its left (circled in orange). Below the table is a form for entering card details, including fields for 'Card Number', 'Name on Card', 'Expiration Date' (with dropdowns for month and year), and 'CCV'. There is also a 'What's this?' link and a checkbox for 'Store for future use'. Below the 'YOUR PAYMENT OPTIONS' section is the 'PAYMENT AMOUNT' section, which has three radio buttons: 'Minimum Balance' (with a value of \$ 0.00), 'Current Balance' (circled in orange, with a value of \$ 27.01), and 'Other Balance' (with a value of \$ 0.00). At the bottom of the page, there is a 'Make Payment' button (circled in orange).