

## Carrier Online Login Instructions

**CE-statements**

FAQ CE Home Contact Us

### Welcome to Our Electronic Bill Presentment and Payment System

Our system allows you to manage your statements and payments in a safe and paper-free environment.  
All information stored in our site is protected and managed with the strongest possible security for all interactions for:

- Online statement look up
- View recent activity
- Online payments

**Not Registered Yet?** **1**

If you are a first time user, click on the **Register** link to activate.  
If you are unable to login, contact your representative.

**Secure Sign On**

User Name:

Password:

**Register** **1** **Login**

Forgot Password? [Click Here](#)

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ABOUT SSL CERTIFICATES

**CIAC**

**1** Click on either **Register** link, if you are a first time user.

**CE-statements**

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### Register for Access... For help with registration please dial 866-559-3954 and Press option 1.

Once you press the **Register** button below, you should receive an email that will allow you to complete the Registration process and choose your password.

Please enter in Account information.

Your Account #:  **2**

Name exactly as it appears on your Invoices(first line only if your company name appears on two lines):

A Recent Invoice Number:  **3**

Amount Due from the Invoice above:

Email Address for registration:  **4**

Re-enter Email for registration:

Please enter Login Information.

User Name for Login:  **5**

Your Name as you want it to appear on the Web Site:

[Return to Login](#) **Register**

**2** Type in your account number and your company name **exactly** as it appears on the **first line only** on your invoice. Include Capital Letters, all spaces and punctuation.

**3** Type in your recent invoice number and the amount due from that invoice.  
This will be used to validate your registration.

**4** Type in the email address to be used for confirming this registration and re-enter this email to complete your registration.

**5** Type in your User ID Name for future logins. And your Name as you want the website to greet you.

When all information is correct, click **Register** .

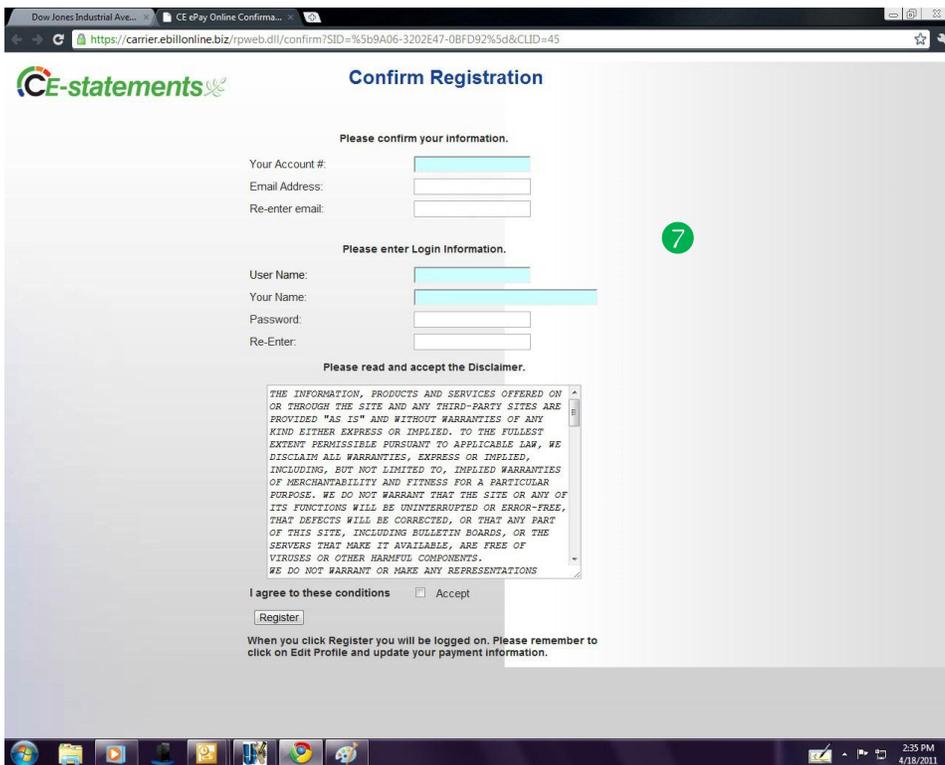
**If the account information does not match a recent payment**, the fields will clear. Go back to Step 2 and re-enter your account information. If you continue to be unable to register, click on the **Contact Us** link to contact our help desk.



6 When all the account information matches our database, an email will be sent to the email address you provided on the **Register for Access** screen.

Open the email from Web Support and click on the provided link, or copy and paste the link to your web browser. If you do not receive an email, check your SPAM folder.

The email link will bring you to the **Confirm Registration** page



7 Re-enter your email address to confirm.

Enter a password for secure access to your account. The Web support team cannot access your password. If you forget it, it can be reset after confirming your account information.

Re-enter your password to confirm the characters and the case.

Scroll down the page and read the Terms and Conditions Disclaimer.

**Click on Accept** to agree to conditions.

**Click on Register** to complete your registration.

**Congratulations!** You are now registered.

Go to the next page to see how to setup for payment and the method you wish to receive your documents via email, mail or fax.

## Edit Profile Screen for Document View, Receipt and Payment

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### My Profile

Hello, Chase

Use this page to change your profile information. To change your password, you must enter in all information in the change password section. To add a new account or account type, click on the **Add Accounts** Link.

#### Edit Profile

Name:

Address 1:

Address 2:

City St Zip:

Phone #:

Fax #:

Other Emails:

Payment Type:

Account #:

Routing/ABA #:

Check to enable  Payment on the web

Send documents by  Mail  Email  Fax

If sending documents by Email?  Link to Website  Attach a PDF

Account Type	Account #
<input type="text"/>	

Add Accounts

Un-Enroll:

#### Change Password

\*All fields are required to change password

Password:

Re-enter:

Email:

Re-enter:

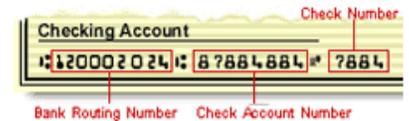
8 Change or update your address.

Your mail will automatically be delivered to this address. Update your phone and fax.

Add additional email addresses that you also wish to receive the same email notifications or documents that you receive.

Select your payment type from the options currently available.

9 Add your bank Account number and your Routing code/ABA. The Routing code is the 9 digit number that appears on the bottom of your check.



Check the enable box to allow for online payment on the web.

10 Select one of the listed options to receive your documents via mail, email or fax.

For email you have 2 options:

#### Link to Website:

Your email can either be a notification that informs you that **"You have mail"** and a document is ready for your review.

#### Attach a PDF:

Or we can send the document(s) directly to you as a PDF.