

Payment Portal Reference Guide

Otis Payment Portal



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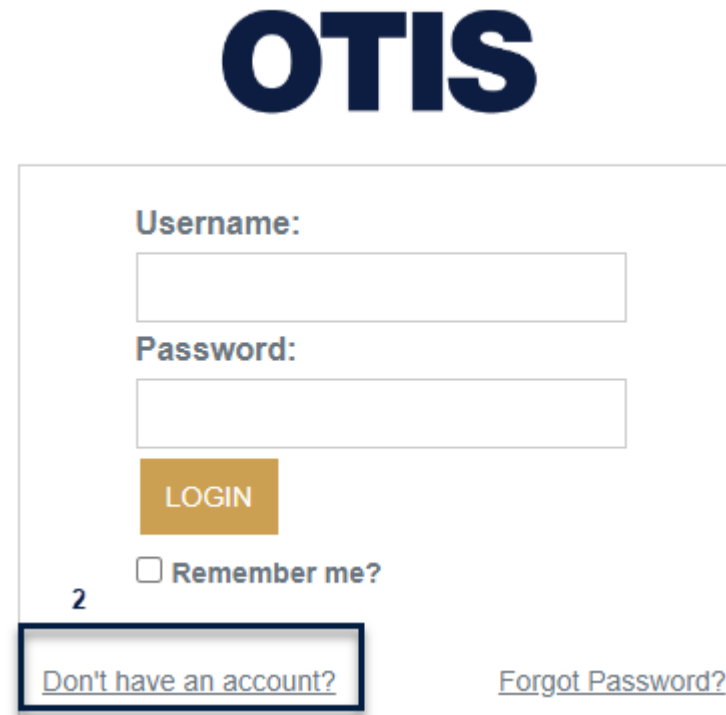
Creating an Account



Creating an Account

Step 1: Click on Link to get to payment portal Login Screen- <https://otis.payinvoicedirect.com/>

Step 2: To create an account, click on don't have an account



OTIS

Username:

Password:

LOGIN

Remember me?

2

[Don't have an account?](#) [Forgot Password?](#)

Sample of Invoice and where to find Customer Number, Invoice Number, and Zip Code . *Use the zip code on the payment coupon.

DETACH DOCUMENT ALONG PERFORATION. ENCLOSE AND RETURN THIS COUPON WITH YOUR PAYMENT.

OTIS

11760 US HWY 1 Suite W600 Palm Beach Gardens FL 33408

First Otis Buidling
1234 Otis Drive
West Palm Beach, FL 12345

C

CUSTOMER NO.:

A

12345678

DATE:

6/15/2020

INVOICE NO.:

B

100400000005

TOTAL SERVICE CONTRACT AMOUNT:

\$ 194.98

MAKE CHECK PAYABLE TO:

Otis Elevator Company
PO Box 13716
Newark NJ 07188-0716

100400012736 0000019498 5

OTIS

Otis Elevator Company. 2023

 **Signature
Service™**

Fill in all fields and click Continue

**Make sure the zip code is from the payment portion of the invoice*

PROVIDE YOUR REGISTRATION INFORMATION

Customer Account Number*

Invoice Number*

Zip Code* (from payment coupon portion of invoice)

First Name* Last Name*

Email Address*

Password*

Confirm Password*

Password requires: at least 6 alphanumeric characters; requires at least one letter and one digit.

[Clear](#) | **CONTINUE**

The first screen you will be taken to is all open invoices on the account.

Making a Payment



Making a Payment

To make a payment, click on the invoices you wish to pay in the box next to the open amount. When you click on the box, the open amount will default into the payment amount field.

Signature Service 395943 CHANGE CUSTOMER NUMBER UPDATE BILLING PREFERENCES LOG OUT

MENU ▾

View Open Invoices

Exact Search
Invoice Number:
Invoice Date:
Document Type:

Date Range
From Date:
To Date:


Invoice Number Range
Invoice Number From:
Invoice Number To:

FIND INVOICES

Total of All Open Invoices: \$15,905.35

Invoice Number	Document Type	Invoice Date	Days Past Due	Due Date	Total Amount	Open Amount	<input type="checkbox"/>	Payment Amount	
100401355841	Maintenance Invoice	10/24/2023	0	11/1/2023	\$364.00	\$364.00	<input type="checkbox"/>	<input type="text"/>	Print
SSA15822 001	Open Order Invoice	10/20/2023	10	10/20/2023	\$1,953.00	\$1,953.00	<input type="checkbox"/>	<input type="text"/>	Print
100401340889	Maintenance Invoice	10/17/2023	0	11/1/2023	\$9,797.00	\$9,615.00	<input type="checkbox"/>	<input type="text"/>	Print
100401340902	Maintenance Invoice	10/17/2023	0	11/1/2023	\$414.00	\$414.00	<input type="checkbox"/>	<input type="text"/>	Print
SSA15837 001	Open Order Invoice	10/13/2023	17	10/13/2023	\$695.00	\$695.00	<input type="checkbox"/>	<input type="text"/>	Print
SSA15833 001	Open Order Invoice	10/16/2023	24	10/16/2023	\$480.00	\$480.00	<input type="checkbox"/>	<input type="text"/>	Print

After selecting the invoices for payment, select proceed to payment button in the bottom right corner. (Important to note that if you do not include the full open amount of the invoice in the payment amount field, it will prompt you to enter a reason for not paying the full amount.)



395943 ▼

CHANGE CUSTOMER NUMBER

UPDATE BILLING PREFERENCES

LOG OUT

MENU ▼

View Open Invoices

Exact Search

Invoice Number:

Invoice Date:

Document Type: -All Types-

Date Range

From Date:

To Date:

Invoice Number Range

Invoice Number From:

Invoice Number To:

FIND INVOICES

Total of All Open Invoices: \$15,905.3

Invoice Number	Document Type	Invoice Date	Days Past Due	Due Date	Total Amount	Open Amount	<input type="checkbox"/>	Payment Amount	
100401355841	Maintenance Invoice	10/24/2023	0	11/1/2023	\$364.00	\$364.00	<input checked="" type="checkbox"/>	<input style="width: 50px;" type="text" value="364"/>	Print
SSA15822 001	Open Order Invoice	10/20/2023	10	10/20/2023	\$1,953.00	\$1,953.00	<input checked="" type="checkbox"/>	<input style="width: 50px;" type="text" value="1953"/>	Print
100401340889	Maintenance Invoice	10/17/2023	0	11/1/2023	\$9,797.00	\$9,615.00	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	Print
100401340902	Maintenance Invoice	10/17/2023	0	11/1/2023	\$414.00	\$414.00	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	Print
SSA15837 001	Open Order Invoice	10/13/2023	17	10/13/2023	\$695.00	\$695.00	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	Print
SSA15832 001	Open Order Invoice	10/6/2023	24	10/6/2023	\$480.00	\$480.00	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	Print
100401147451	Maintenance Invoice	4/17/2023	182	5/1/2023	\$414.00	\$414.00	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	Print
SSA15573 001	Open Order Invoice	4/14/2023	139	6/13/2023	\$1,970.35	\$1,970.35	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	Print

After clicking proceed to payment, you will be taken to this screen below where you can choose payment method that you have previously saved, add a new payment method, and also have the option to split the payment between multiple payment methods saved on your account. (We are unable to accept credit card payments of over \$49,999.00, or on new equipment or modernization invoices. There is no limit on the amount accepted by e-check)

Invoices Selected for Payment

Invoice Number	Invoice Type	Invoice Company	Currency	Amount Applied	Paid Amount	Remaining Amount	
200000020130	New Equipment/Mod Invoice	00130	BSD	49,000.00	0.00	63,097.38	REMOVE


GO BACK REMOVE ALL UNPAID LINES

Reason for not paying full invoice amount:

This field is required if total payment amount does not match total open invoice amount

Choose a payment method

Your saved payment methods

+  Pay with new method Credit Card eCheck

Total Summary

Subtotal :	49,000.00
Tax :	0.00
Total :	49,000.00
Remaining Balance :	49,000.00
	BSD

Use this payment method

When payment has been successfully completed, you will receive an email with the below information:

Paid Invoices										
Invoice #	Pay Item	Type	Company	Amount Applied	Discount Taken	Paid Amount	Remaining Amount	Status	Payment Id	Batch Number
110400093819	001	Maintenance Invoice	00110	100.00	0.00	100.00	2,348.12	Complete		

Transaction History								
Account	Transaction Type	Amount	Gateway Transaction Id	Authorization Number	Message	Status	Created	Created By
XXXXXXXXXXXX1111	SALE	100	5ED7C01327F9EB17A99F745A8B8E774F094D53C8		Approved and Completed	APPROVED	2020/06/03 15:22:12	sean.qa@test.com

Hovering over menu as shown below will bring up an option menu to see receipts for past payments, manage payment profiles, and change your settings.

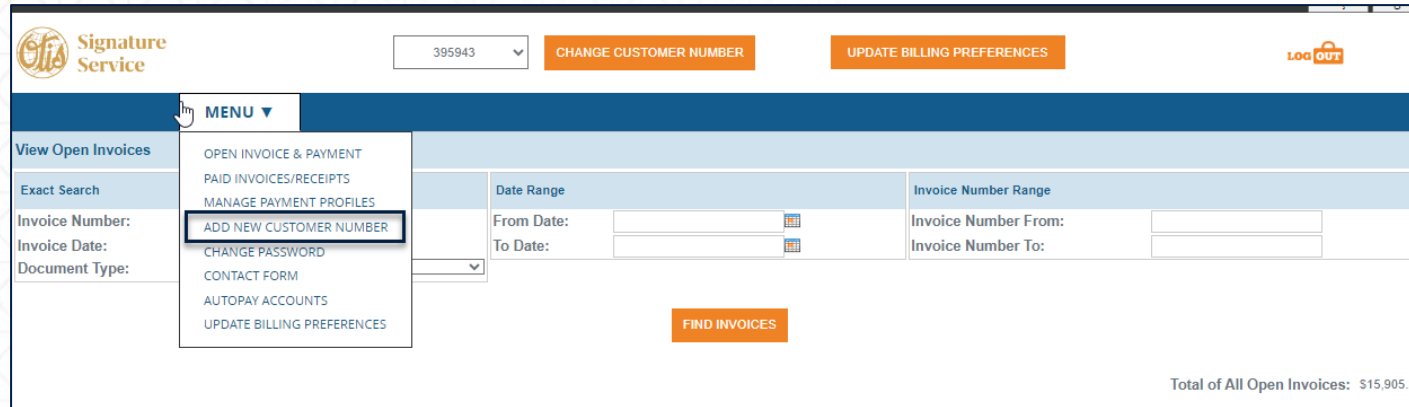
The screenshot shows the Otis Signature Service user interface. At the top left is the Otis Signature Service logo. To its right is a customer number field containing '395943' and a dropdown arrow, followed by two orange buttons: 'CHANGE CUSTOMER NUMBER' and 'UPDATE BILLING PREFERENCES'. In the top right corner is a 'Log OUT' button. Below the header is a dark blue navigation bar with a 'MENU' button and a downward arrow. A dropdown menu is open, listing several options: 'OPEN INVOICE & PAYMENT', 'PAID INVOICES/RECEIPTS' (highlighted with a red box), 'MANAGE PAYMENT PROFILES', 'ADD NEW CUSTOMER NUMBER', 'CHANGE PASSWORD', 'CONTACT FORM', 'AUTOPAY ACCOUNTS', and 'UPDATE BILLING PREFERENCES'. To the left of the menu is a sidebar with search filters: 'View Open Invoices', 'Exact Search', 'Invoice Number:', 'Invoice Date:', and 'Document Type:'. The main content area contains search filters for 'Date Range' (with 'From Date:' and 'To Date:' fields) and 'Invoice Number Range' (with 'Invoice Number From:' and 'Invoice Number To:' fields). Below these filters is an orange 'FIND INVOICES' button. At the bottom right of the interface, it displays 'Total of All Open Invoices: \$15,905.35'.

Adding additional customer numbers to your profile

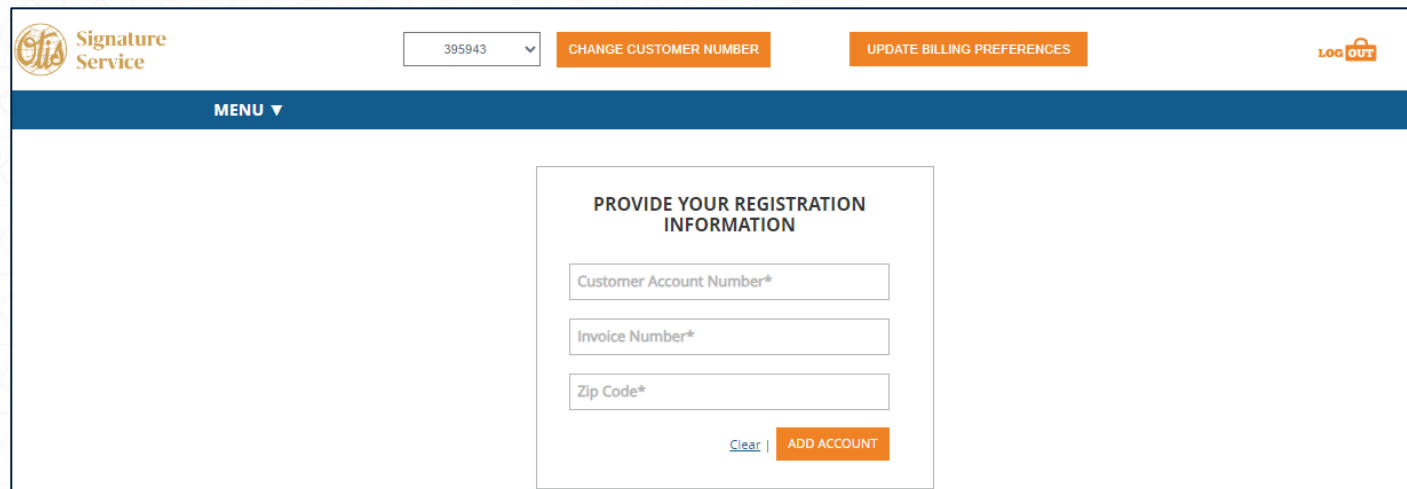


Adding additional customer numbers to your profile

Hover over menu and select add new customer number.



The screenshot shows the Signature Service dashboard. At the top left is the logo and 'Signature Service' text. To the right is a dropdown menu showing '395943' and buttons for 'CHANGE CUSTOMER NUMBER' and 'UPDATE BILLING PREFERENCES'. A 'LOG OUT' button is in the top right. A 'MENU' dropdown is open, listing options: 'OPEN INVOICE & PAYMENT', 'PAID INVOICES/RECEIPTS', 'MANAGE PAYMENT PROFILES', 'ADD NEW CUSTOMER NUMBER' (highlighted with a blue border), 'CHANGE PASSWORD', 'CONTACT FORM', 'AUTOPAY ACCOUNTS', and 'UPDATE BILLING PREFERENCES'. Below the menu is a search section with 'View Open Invoices', 'Exact Search', 'Invoice Number:', 'Invoice Date:', and 'Document Type:' labels. There are input fields for 'Date Range' (From Date, To Date) and 'Invoice Number Range' (Invoice Number From, Invoice Number To). A 'FIND INVOICES' button is centered. At the bottom right, it says 'Total of All Open Invoices: \$15,905.35'.



The screenshot shows the Signature Service dashboard with the 'MENU' dropdown closed. The main content area displays a form titled 'PROVIDE YOUR REGISTRATION INFORMATION'. The form has three input fields: 'Customer Account Number*', 'Invoice Number*', and 'Zip Code*'. At the bottom of the form are a 'Clear' link and an 'ADD ACCOUNT' button.

You will then be able to add additional accounts and toggle between them by clicking on the change customer number and selecting from the drop down.

The screenshot displays a web interface with a dropdown menu and a registration form. The dropdown menu is open, showing three options: '723946' (selected), '723946', and '49275108'. To the right of the dropdown is an orange button labeled 'CHANGE CUSTOMER NUMBER'. Below this is a dark blue horizontal bar. Underneath the bar is a white box with a dark blue border containing the text 'PROVIDE YOUR REGISTRATION INFORMATION'. Inside this box are three input fields: 'Customer Account Number*', 'Invoice Number*', and 'Zip Code*'. At the bottom right of the box is a 'Clear' link and an orange 'ADD ACCOUNT' button.

Paying on Consolidated Invoices

If the invoice is consolidated (multiple contracts with different customer #'s), the payment must be made under each individual customer Number. (Follow steps to add multiple customer #'s)

The example below is of a consolidated invoice, you will see that the invoice number is repeated but under separate customer numbers. Each customer number should be added separately.

Invoice Number	Customer Number	Doc Co	Pay Item	Billing Line Number	Invoice Date	Pay Inst	Gross Amount	Open Amount	G/L Offset	Contract Number
100400001688	416346	00100	001		06/15/2020		1,236.00	1,236.00	0004	96103
100400001688	416349	00100	001		06/15/2020		1,854.00	1,854.00	0004	96130
100400001688	416350	00100	001		06/15/2020		1,854.00	1,854.00	0004	96134
100400001688	416351	00100	001		06/15/2020		1,854.00	1,854.00	0004	96137
100400001688	416346	00100	001		06/15/2020		26,883.00	5,171.40	0004	96715
							33,681.00	11,969.40		

How to Download a copy of your invoice




How to Download a copy of your invoice

If you need a copy of your invoice, you can click on print next to the open amount.

The screenshot shows the Otis Signature Service account portal. At the top, there is a navigation bar with the Otis logo, the text "Signature Service", and a dropdown menu showing "4927510E". To the right of the dropdown are two orange buttons: "CHANGE CUSTOMER NUMBER" and "UPDATE BILLING PREFERENCES". Further right is a "Log OUT" button. Below the navigation bar is a dark blue header with the word "ACCOUNT" in white. Underneath is a section titled "New Open Invoices". This section contains search filters for "Exact Search" (Invoice Number, Invoice Date, Document Type), "Date Range" (From Date, To Date), and "Invoice Number Range" (Invoice Number From, Invoice Number To). A "FIND INVOICES" button is centered below these filters. To the right of the filters, it says "Total of All Open Invoices: \$63,097.38". Below this is a table with the following columns: Invoice Number, Document Type, Date, Days Past Due, Due Date, Total Amount, Open Amount, a checkbox, and Amount. The first row of data is: 200000020130, New Equipment/Mod Invoice, 1/31/2020, 178, 1/31/2020, \$588,908.88, \$63,097.38, a checked checkbox, and 49000.00. A "Print" button is located to the right of the "49000.00" value and is highlighted with a red box. At the bottom left of the table area, there are navigation arrows and the text "Total record found: 1. Displaying record 1 to 1.". At the bottom right, there is an orange button labeled "PROCEED TO PAYMENT".

Currently, only maintenance and new equipment and modernization invoices billed after 10/15 can be downloaded.

All other invoices will download a reference article that contains pertinent invoice information, but is not an exact copy of the original invoice. If you need a copy of the original invoice, please request it [by clicking here](#). Below is an example of the Reference article you will see.



BILL TO:
 First Otis Building
 1234 Otis Boulevard
 West Palm Beach, FL 12345

REFERENCE ARTICLE	
INVOICE NO. 20000002 U5	PAGE 1 of 1
DATE 1/31/2020	ORDER #
CUST NO. 49275108	
TAX I.D.	TAX CERTIFICATE

*Customer payment portal is being upgraded to display our newly formatted invoices. While we go through this process, you will be able to access your invoice information here, through this reference article. The customer information, bill to address, and invoice # and amount due shown here matches the information in the invoice mailed to you. Please reach out to NSAA.Collections@otis.com if you have any questions.

CURRENCY	ORDER DATE	CUSTOMER P.O.	TRANSPORT
BSD			

SHIPPING INSTRUCTIONS

LINE	DESCRIPTION / ITEM NUMBER	QTY SHIPPED	PRICE	EXTENDED PRICE
001		1	588908.88	588908.88

Recurring Payment Set Up (Credit Card or ACH)



How to set up Automatic Payments on Your Account

Make sure you have a payment profile saved first.

From your home screen when you login, click on Menu and select Autopay Accounts from the dropdown list.

The screenshot shows the Signature Service user interface. At the top left is the Signature Service logo. To its right is a customer number '395943' with a dropdown arrow, and two orange buttons: 'CHANGE CUSTOMER NUMBER' and 'UPDATE BILLING PREFERENCES'. On the far right is a 'LOG OUT' button with a shopping bag icon. Below the header is a dark blue bar with 'MENU' and a dropdown arrow. A mouse cursor is pointing at the dropdown arrow. A dropdown menu is open, listing several options: 'OPEN INVOICE & PAYMENT', 'PAID INVOICES/RECEIPTS', 'MANAGE PAYMENT PROFILES', 'ADD NEW CUSTOMER NUMBER', 'CHANGE PASSWORD', 'CONTACT FORM', 'AUTOPAY ACCOUNTS' (highlighted with a red box), and 'UPDATE BILLING PREFERENCES'. Below the menu is a search section with 'View Open Invoices' and 'Exact Search' tabs. It includes fields for 'Invoice Number:', 'Invoice Date:', and 'Document Type:'. To the right are 'Date Range' and 'Invoice Number Range' filters with 'From Date:', 'To Date:', 'Invoice Number From:', and 'Invoice Number To:' fields. A 'FIND INVOICES' button is centered below these filters. At the bottom right of the search area, it says 'Total of All Open Invoices: \$15,905:'. Below this is a table with the following data:

Invoice Number	Document Type	Invoice Date	Days Past Due	Due Date	Total Amount	Open Amount	<input type="checkbox"/>	Payment Amount	
100401355841	Maintenance Invoice	10/24/2023	0	11/1/2023	\$364.00	\$364.00	<input type="checkbox"/>	<input type="text"/>	Print
SSA15822.001	Open Order Invoice	10/20/2023	10	10/20/2023	\$1,953.00	\$1,953.00	<input type="checkbox"/>	<input type="text"/>	Print
100401340889	Maintenance Invoice	10/17/2023	0	11/1/2023	\$9,797.00	\$9,615.00	<input type="checkbox"/>	<input type="text"/>	Print

On the next screen click Add New Autopay Account as shown below:

The screenshot displays the Otis Signature Service account management interface. At the top left is the Otis Signature Service logo. To the right, there is a dropdown menu showing '275917', a 'CHANGE CUSTOMER NUMBER' button, an 'UPDATE BILLING PREFERENCES' button, and a 'LOG OUT' button. Below this is a dark blue header with the word 'ACCOUNT' in white. The main content is a table with the following columns: Payment Profile, Payment On, Contract, and Customer Number. The table contains three rows of data, each with a 'DELETE' button to its right. Below the table, there are navigation controls and a status message: '<< < > >> Total records found: 3. Displaying record 1 to 3.' At the bottom left of the table area, an orange button labeled 'ADD NEW AUTOPAY ACCOUNT' is highlighted with a red rectangular box.

Payment Profile	Payment On	Contract	Customer Number	
Visa ending in 6785	27	16414	314085	DELETE
Visa ending in 6785	27	16407	314085	DELETE
EC ending in 5236	31		98467477	DELETE

Select the invoice type that you would like to set up for recurring payment:

- **Maintenance Invoices Only** – invoices billed per the service contract
- **Non-Maintenance Invoices Only** – invoices for services outside the scope of the service contract including modernization and/or new construction
- **All Invoices on account** – both maintenance and non-maintenance invoices

The screenshot displays the Otis Signature Service web interface. A modal dialog titled "Auto Payment - EASYCommerce" is open, prompting the user to select invoice types for recurring auto-payment. The dialog contains three radio button options: "Maintenance Invoices Only", "Non-Maintenance Invoices Only", and "All Invoices on account". The background interface shows a table with columns "Payment Profile" and "Payment On", and a "MENU" dropdown. The Otis Signature Service logo is visible in the top left corner.

If **Maintenance Invoices Only** is selected the following screen will open and the contract #(s) will display.

- Click the box next to the contract(s) # that you would like to set up for recurring payments.
- If there are open invoices, you will see the question shown below under Contracts. You will need to choose one of the options to move forward. (if you select to pay you will have the choice to select the invoice(s) to pay or all invoices)
- If there are no open invoices on the account, that question will not appear.

Example - Open Invoices

The screenshot shows a window titled "Auto Payment - EASYCommerce". The main heading is "Please select which invoice types you would like to set up for recurring auto-payment". There are three radio button options: "Maintenance Invoices Only" (selected), "Non-Maintenance Invoices Only", and "All Invoices on account". Below this is a "Contracts:" section with a checked checkbox for "31077". A question follows: "Would you like to process payment now on any open invoices? (Payment will be processed today and then scheduled going forward)". There are two radio button options: "I would like to pay invoices currently open on my account" (selected) and "I do not want to pay any open invoices today". At the bottom, there is a section "Please select invoices to be paid today" with a "Select All" checkbox and two individual invoice checkboxes: "L10000023597 - \$1,424.17" and "100401262077 - \$39.20".

Example – No Open Invoices

The screenshot shows a window titled "Auto Payment - EASYCommerce". The main heading is "Please select which invoice types you would like to set up for recurring auto-payment". There are three radio button options: "Maintenance Invoices Only" (selected), "Non-Maintenance Invoices Only", and "All Invoices on account". Below this is a "Contracts:" section with a checked checkbox for "23620". The question "Would you like to process payment now on any open invoices?" is absent. Instead, there is a question: "What day of the month would you like to set for your recurring payment?" with a dropdown menu showing "1". At the bottom, there is a section "Please select payment profile for your recurring payment" with a dropdown menu showing "Visa ending in 3929".

If selecting **Non - Maintenance Invoices Only** or **All Invoices on account**

- If there are open invoices, you will see the question shown below. You will need to choose one of the options to move forward. (if you select to pay you will have the choice to select the invoice(s) to pay or all invoices)
- If no open invoices that question will not appear.

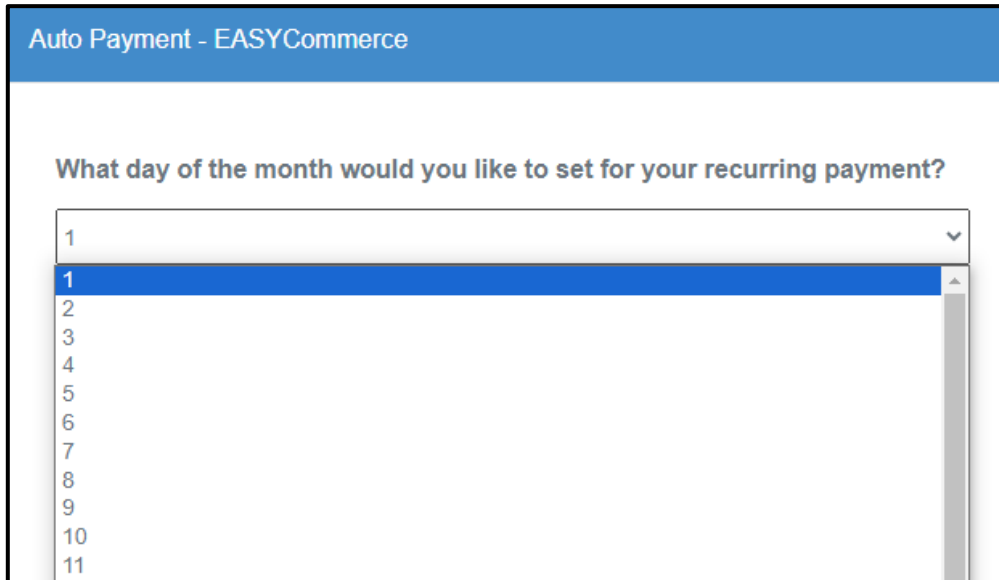
Example - Non- Maintenance

The screenshot shows a web form titled "Auto Payment - EASYCommerce". At the top, there is a note: "Note: Only ACH/ECP accounts can be selected for AutoPayment with this customer number". Below this, the main heading is "Please select which invoice types you would like to set up for recurring auto-payment". There are three radio button options: "Maintenance Invoices Only", "Non-Maintenance Invoices Only" (which is selected), and "All Invoices on account". The next section asks, "Would you like to process payment now on any open invoices? (Payment will be processed today and then scheduled going forward)". There are two radio button options: "I would like to pay invoices currently open on my account" (selected) and "I do not want to pay any open invoices today". The final section is "Please select invoices to be paid today", with three checkboxes: "Select All", "L10000026242 - \$8,728.57", and "220243840100 - \$557.00".

Example – All Invoices on account

The screenshot shows a web form titled "Auto Payment - EASYCommerce". The main heading is "Please select which invoice types you would like to set up for recurring auto-payment". There are three radio button options: "Maintenance Invoices Only", "Non-Maintenance Invoices Only", and "All Invoices on account" (which is selected). The next section asks, "Would you like to process payment now on any open invoices? (Payment will be processed today and then scheduled going forward)". There are two radio button options: "I would like to pay invoices currently open on my account" (selected) and "I do not want to pay any open invoices today". The final section is "Please select invoices to be paid today", with three checkboxes: "Select All", "L10000026242 - \$8,728.57", and "220243840100 - \$557.00".

Select the day of the month that you want to have your payment withdrawn or charged to your credit card. Then choose the payment profile that you want to use for the recurring payments. then choose one of the Referred by options and click Add Autopay Account.



Auto Payment - EASYCommerce

What day of the month would you like to set for your recurring payment?

1

2

3

4

5

6

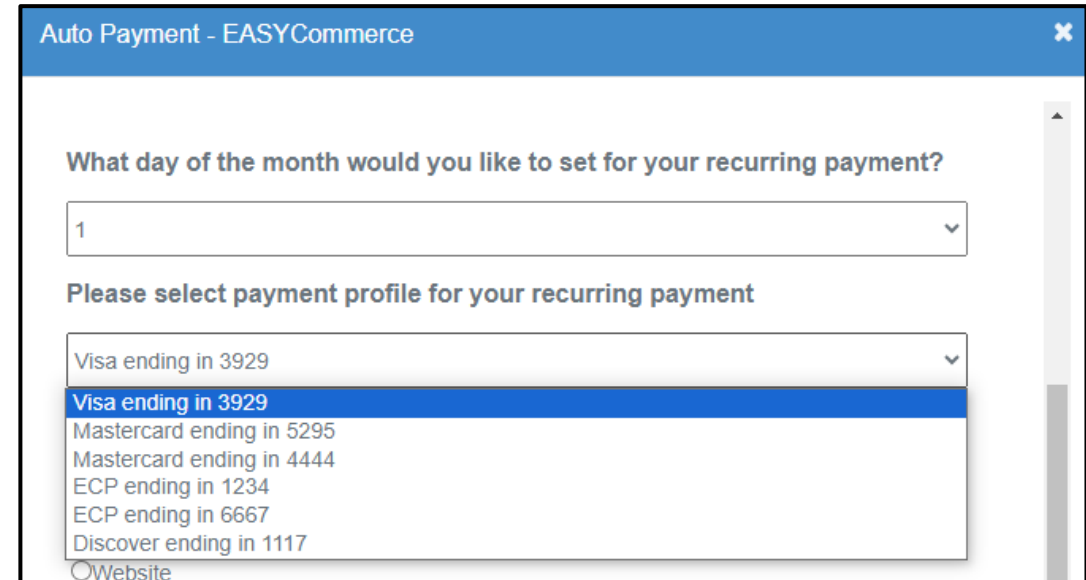
7

8

9

10

11



Auto Payment - EASYCommerce

What day of the month would you like to set for your recurring payment?

1

Please select payment profile for your recurring payment

Visa ending in 3929

Visa ending in 3929

Mastercard ending in 5295

Mastercard ending in 4444

ECP ending in 1234

ECP ending in 6667

Discover ending in 1117

Website

Make sure to select an option under Referred by, click the add autopay account and you will receive a message stating AutoPay account created successfully.

Auto Payment - EASYCommerce

What day of the month would you like to set for your recurring payment?

1

Please select payment profile for your recurring payment

Visa ending in 3929

Referred By

- Sales Representative
- Accounts Receivable Specialist
- Website
- Other

ADD AUTOPAY ACCOUNT

Auto Payment - EASYCommerce

AutoPay account created successfully

OK

All Invoices on account

Updating Billing Preferences



Click on the orange button or from the drop down menu

The screenshot shows the Otis Signature Service web interface. At the top left is the Otis Signature Service logo. To its right is a dropdown menu showing the customer number '395943'. Further right are two orange buttons: 'CHANGE CUSTOMER NUMBER' and 'UPDATE BILLING PREFERENCES', with the latter being highlighted by a blue box. On the far right is a 'LOG OUT' button. Below the navigation bar is a dark blue header with a 'MENU' dropdown arrow. A hand cursor is pointing at the arrow, and a dropdown menu is open, listing several options: 'OPEN INVOICE & PAYMENT', 'PAID INVOICES/RECEIPTS', 'MANAGE PAYMENT PROFILES', 'ADD NEW CUSTOMER NUMBER', 'CHANGE PASSWORD', 'CONTACT FORM', 'AUTORAY ACCOUNTS', and 'UPDATE BILLING PREFERENCES'. The 'UPDATE BILLING PREFERENCES' option in the dropdown is also highlighted with a blue box. Below the menu is a search area with 'Exact Search' and fields for 'Invoice Number', 'Invoice Date', and 'Document Type'. To the right of these fields are 'Date Range' and 'Invoice Number Range' sections, each with 'From' and 'To' date pickers. A 'FIND INVOICES' orange button is centered below these search fields. On the right side of the page, it says 'Total of All Open Invoices: \$15,905.'. At the bottom is a table with the following data:

Invoice Number	Document Type	Invoice Date	Days Past Due	Due Date	Total Amount	Open Amount	<input type="checkbox"/>	Payment Amount	
100401355841	Maintenance Invoice	10/24/2023	0	11/1/2023	\$364.00	\$364.00	<input type="checkbox"/>	<input type="text"/>	Print
SSA15822 001	Open Order Invoice	10/20/2023	10	10/20/2023	\$1,953.00	\$1,953.00	<input type="checkbox"/>	<input type="text"/>	Print
100401340889	Maintenance Invoice	10/17/2023	0	11/1/2023	\$9,797.00	\$9,615.00	<input type="checkbox"/>	<input type="text"/>	Print

From there, you can switch to paperless invoicing, change your billing address, update contact information or request invoice copies. (Please allow 1 week for billing changes to take effect)

OTIS

Invoice Request and Contact Update

First name *	Last name *
<input type="text"/>	<input type="text"/>
Email *	Customer Number *
<input type="text"/>	<input type="text"/>

If you need a copy of your invoices, please select from the options below.
You can request up to 10 specific invoices. If you need more than 10, please select ALL.

All open invoices
 Specific invoices

If you would like to make changes to your Accounts Payable contact, please select from the options below.

I would like to add an additional Accounts Payable contact.
 I would like to replace the existing Accounts Payable contact.

Check this box if you would like a copy of your current statement. Receive email communication from Otis on product information and offers/discounts

To set-up email invoice delivery or update your billing address, [please click here](#).

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