

**How to View or Pay Your
PaySafe, SPG, and Firewall as a Service
Invoices in the Customer Portal**

portal.spgnow.com

PDI
TECHNOLOGIES

Customer Portal Login

Email Address Password

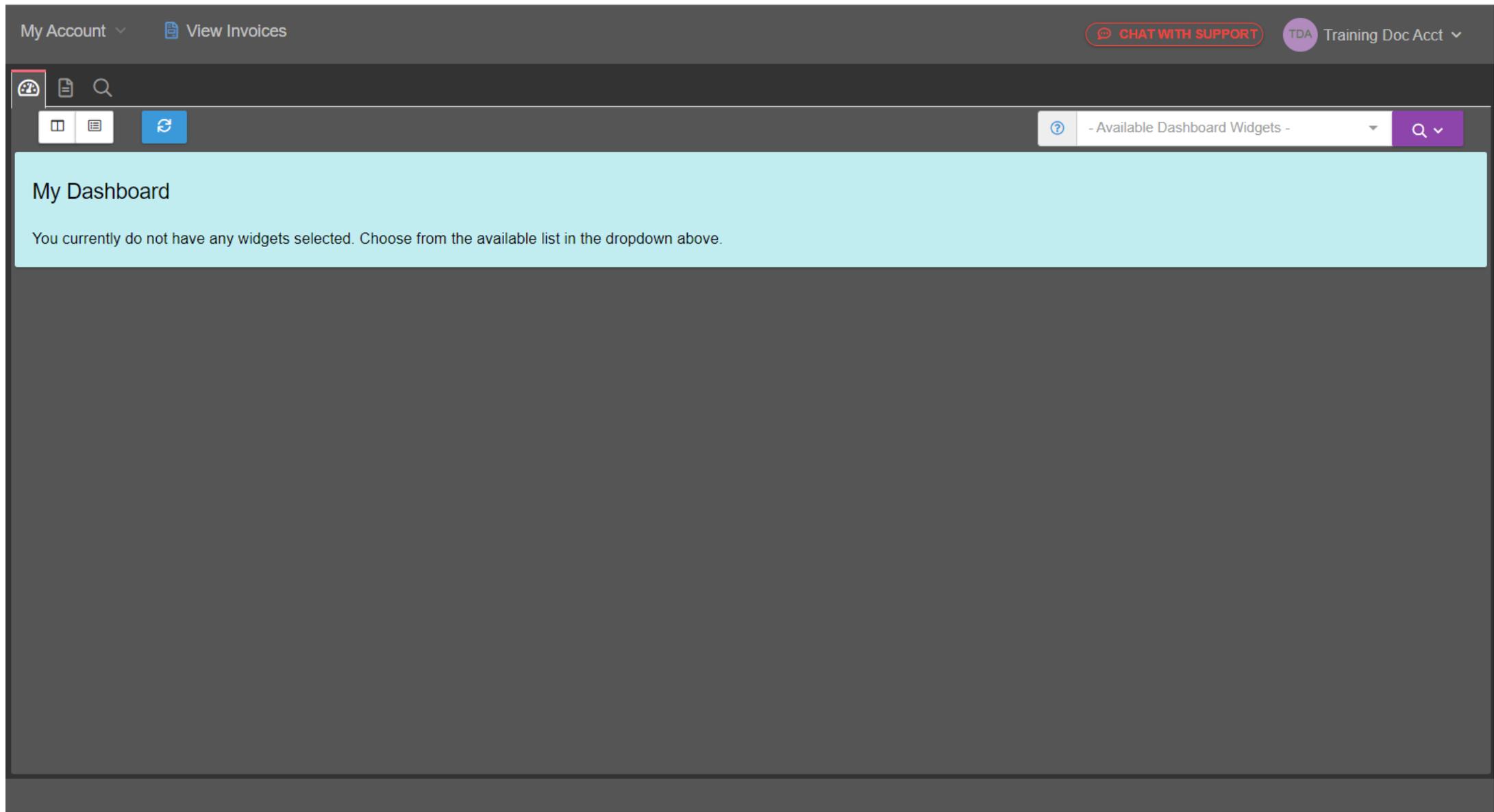
[Forgot Password? Reset It Here](#) **SIGN IN**

[DON'T HAVE AN ACCOUNT YET? CREATE YOUR ACCOUNT HERE.](#)

[CONTACT US VIA EMAIL](#) [CHAT WITH SUPPORT](#)

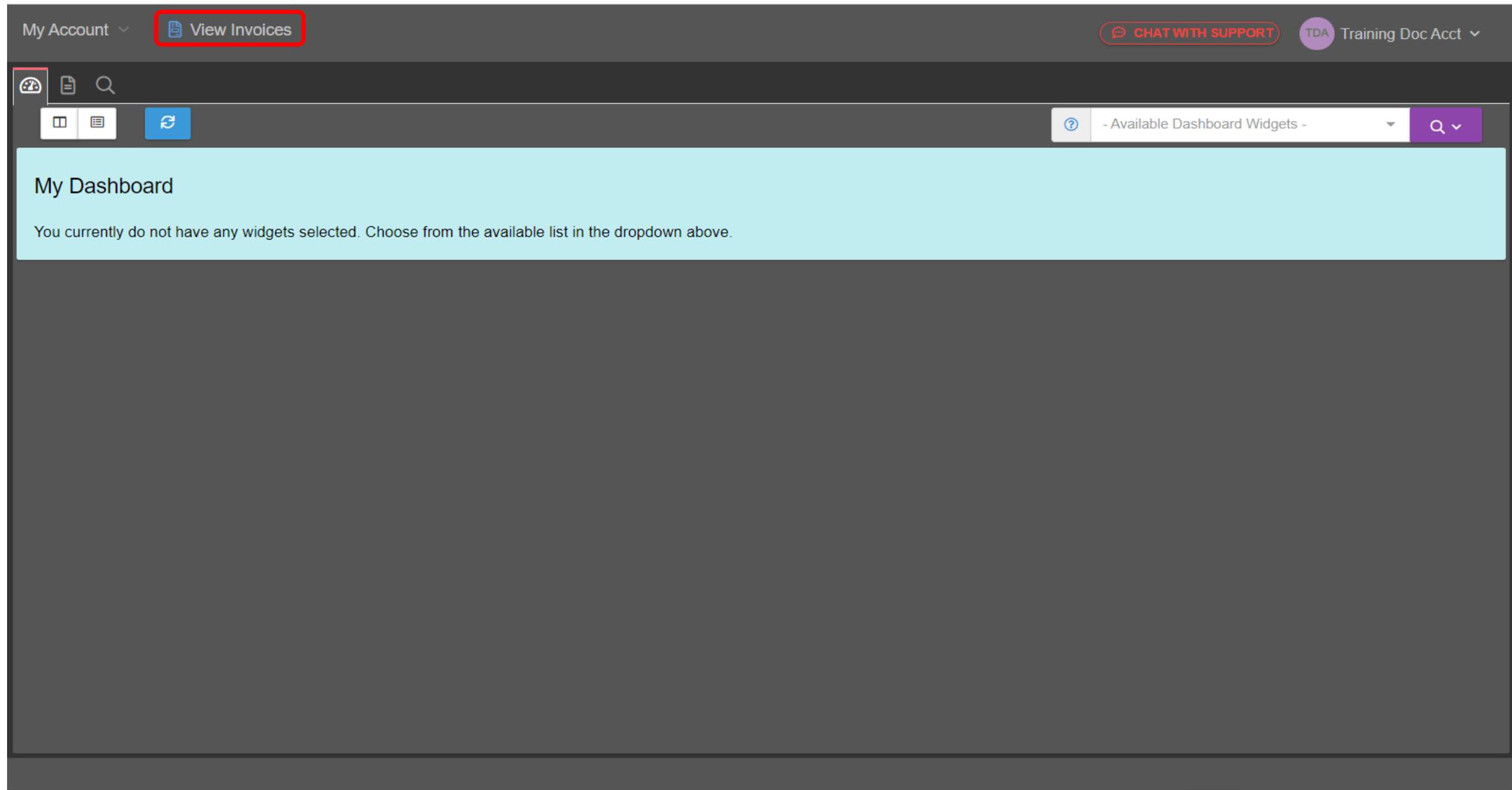
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- Go to the website <http://portal.spgnow.com/>
- If you already have a portal login, enter the **email address** and **password** used on the account and click on **SIGN IN**
- If you already have a portal login, but don't remember your login and password, click on **Forgot Password? Reset It Here**
- If you don't have an account, click on the box for **DON'T HAVE AN ACCOUNT YET? CREATE YOUR ACCOUNT HERE.** and complete the info.



There are two ways to view your invoices

Option 1 -



The screenshot shows a user interface for a dashboard. At the top left, there is a navigation bar with 'My Account' and a dropdown arrow, and a button labeled 'View Invoices' which is highlighted with a red rectangular box. To the right of this are a 'CHAT WITH SUPPORT' button and a user profile icon labeled 'TDA Training Doc Acct' with a dropdown arrow. Below the navigation bar is a toolbar with icons for home, list, search, and refresh, and a dropdown menu for '- Available Dashboard Widgets -' with a search icon. The main content area has a light blue header titled 'My Dashboard' with the text: 'You currently do not have any widgets selected. Choose from the available list in the dropdown above.' The rest of the dashboard area is dark grey and empty.

Select **View Invoices** at top of screen

	BilledTo	Invoice Number	Payment	Inv Date	Original Amount	Credits	RemainingBalance	Final Payment	TaxAmt	PendingPayments	Inv f
▶ [View] [Pay] [Spreadsheet]	ES124807 - PDI Software - Internal	R1248073032		02/01/2023 01:59 AM	\$21,200.00	\$0.00	\$21,200.00	\$0.00	\$0.00	\$0.00	
▶ [View] [Pay] [Spreadsheet]	ES124807 - PDI Software - Internal	R1248073031		01/31/2023 02:00 AM	\$7.75	\$0.00	\$7.75	\$0.00	\$0.00	\$0.00	
▶ [View] [Pay] [Spreadsheet]											
▶ [View] [Pay] [Spreadsheet]											
▶ [View] [Pay] [Spreadsheet]											
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▶ [View] [Pay] [Spreadsheet]											
▶ [View] [Pay] [Spreadsheet]											
▶ [View] [Pay] [Spreadsheet]											
▶ [View] [Pay] [Spreadsheet]											

[View] Select this icon to **View** the invoice

[Spreadsheet] Select this icon to **View Spreadsheet** of the invoice

[Pay] Select this icon to **Pay** the invoice – *complete all information on the following payment screen*

Downloading and Printing Invoice

S.A.B.O.T. 1 / 2 | - 100% + | [Fullscreen] [Refresh]



PDI
TECHNOLOGIES
200 W. Main St., Suite 3100 | Lexington, KY 40507 | 605.393.1240

Remit to:
EchoSat, Inc
250 West Main Street
Suite 3100
Lexington, KY 40507

Invoice
Invoice R1248073032
Date 02/01/2023

Sold To:
AccountID: ES124807
PDI Software - Internal MDR
11675 Rainwater Drive
Suite 350
Alpharetta, GA 30009

Ship To:
AccountID: ES124807
PDI Software - Internal MDR
11675 Rainwater Drive
Suite 350
Alpharetta, GA 30009

Net Due	Due Date	Terms	Acct PO Number
25,000.00	03/03/2023	NET30	

Auto pay disabled

Details

Account ID	Site	Description	PO	Amount	Tax	Credits
ES124807	Geo-Data					

 Select this icon to **DOWNLOAD** the Invoice.

 Select this icon to **PRINT** the Invoice.

Downloading and Printing Invoice Detail

Invoice Detail

View Detail 4:01:02 PM

	BillingInvoiceSummaryID	LocationName	LocationNumber	UniqueID	AccountID	Address	City	State	Zip	Description	Amount	Tax	Credits	Credit
	R1248073060	Cardaddy - Internal MGR	1		00124800	40 Cleary St, 4th Floor	Seattle	WA	98111	00124800 Premium	0.00	00.00	00.00	
	R1248073060	PCI Hosting Services	1		00124807	1475 Riverside Drive, Suite 300	Alhambra	CA	91808	PCI Hosting Premium	620,000.00	00.00	00.00	
	R1248073060													
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100 1 to 15 of 15 items

Select the dropdown arrow from this icon to access the **Tools** menu

Invoice Detail

View Detail 4:54:25 PM

BillingInvoiceSummaryID	LocationName	LocationNumber	UniqueID	AccountID	Address	City	State	Zip	Description
R1248073060	GasBuddy - Internal MGR	1		00124800	60 Cleary St, 4th Floor	Boston	MA	02111	60 Cleary St Premium
R1248073060	PG&E Heating Services	1		00124800	14275 Ramonador Drive, Suite 100	Alhambra	CA	91809	14275 Ramonador Premium
R1248073060									
R1248073060									
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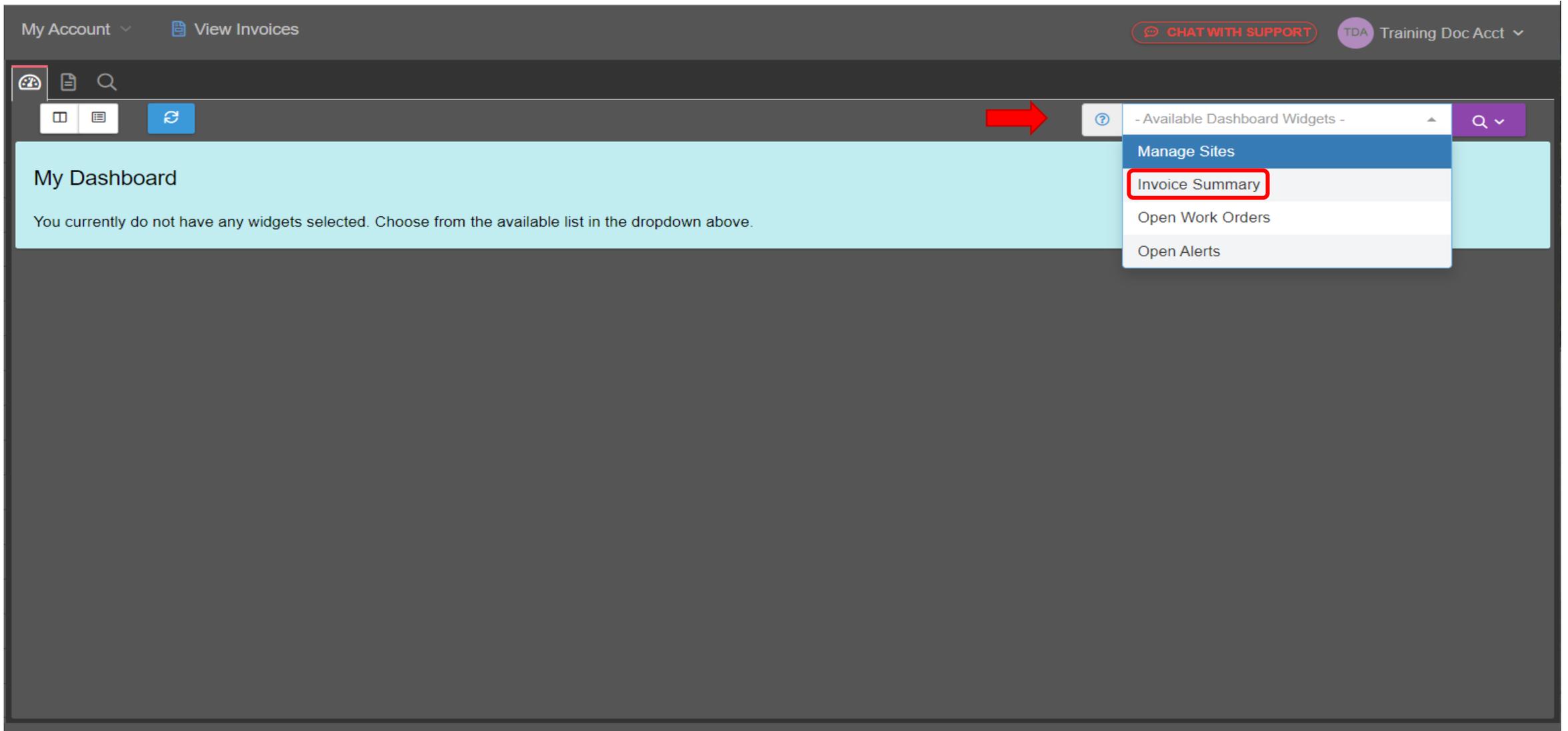
100 1 to 15 of 15 items

Tools

- View All Unfiltered
- Export To >
- Share Export
- Child Rows >
- Excel
- CSV

- Under the **Tools** icon, select **Export To >**
- Select either **Excel** or **CSV** depending on the format you prefer

Option 2 -



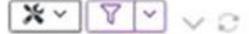
The screenshot displays a user interface for a dashboard. At the top, there is a navigation bar with 'My Account' and 'View Invoices' on the left, and 'CHAT WITH SUPPORT' and 'TDA Training Doc Acct' on the right. Below the navigation bar, there is a toolbar with icons for home, list, search, and refresh. A red arrow points to a dropdown menu titled '- Available Dashboard Widgets -'. The dropdown menu is open, showing a list of widgets: 'Manage Sites', 'Invoice Summary', 'Open Work Orders', and 'Open Alerts'. The 'Invoice Summary' option is highlighted with a red box. The main content area is a light blue box with the text 'My Dashboard' and 'You currently do not have any widgets selected. Choose from the available list in the dropdown above.'

Turn on the widget for **Invoice Summary** by selecting it from the **Available Dashboard Widgets** drop down

Invoices



Invoices 6:02:02 PM



	BilledTo	Invoice Number	Payment	Inv Date	Original Amount	Credits	RemainingBalance	Final Payment	TaxAmt	PendingPayments	Inv f
▶   	ES124807 - PDI Software - Internal	R1248073032		02/01/2023 01:59 AM	\$21,295.00	\$0.00	\$21,295.00	\$0.00	\$0.00	\$0.00	
▶   	ES124807 - PDI Software - Internal	R1248073031		01/31/2023 02:00 AM	\$7.75	\$0.00	\$7.75	\$0.00	\$0.00	\$0.00	
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▶   											

25

1 to 2 of 2 items



Select this icon to **View** the invoice



Select this icon to **View Spreadsheet** of the invoice



Select this icon to **Pay** the invoice – *complete all information on the following payment screen*