

SOUTHERNSTATES.COM

ENERGY - AGRONOMY - FARM SUPPLIES



LET'S GET CONNECTED. ACCESS YOUR SOUTHERN STATES ACCOUNT ONLINE TODAY!

Sign up today for a Southern States account and access great features. Simply sign up online using the receipt or delivery ticket from your most recent purchase.



VIEW PURCHASE HISTORY



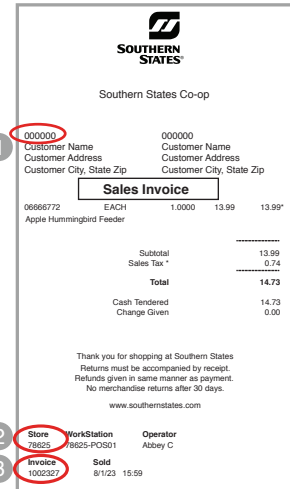
PAY STATEMENTS ONLINE



RECEIVE EMAILED STATEMENTS & INVOICES

What you will need:

- A valid email address
- Your Southern States Account number, Store number and Invoice number from a recent purchase. Receipts/Invoices, Fuel Delivery tickets, and Customer Statements have this information, or contact your local store.



SETTING UP YOUR ACCOUNT

1 Go to SouthernStates.com

Choose Login at the top of the screen
Select the option to Go to the Customer Portal
Select Create Account

GO TO THE CUSTOMER PORTAL

2 Enter Receipt/Invoice Information

Using the receipt/invoice, delivery ticket or information provided by your location. Enter the following and select Add Account when complete:

3 Set up Customer Portal Information

Web Login ID (username) is determined by you and will be what you use to login into the portal. Display name is first and last name. Email address is used for communicating password or username resets. **Select Finished when complete.**

4 Establish Password

Upon completion a temporary password will be emailed to the address previously provided. Login using the temporary password.

Access Your Account After Sign Up:

1 Use your existing account credentials to log into mysouthernstates.southernstates.com

2 My Settings > Select Account

3 Select the Account you wish to maintain from the center of the page

4 Access the menu:

a. From a Mobile Device:
Select the Menu icon



b. From a Computer:
the Menu is visible on the left side in the gray box

5 Follow the additional steps to sign up for Electronic Payments using your bank account and more. (Available at Participating Locations)

Need Help? Call

888-218-3339

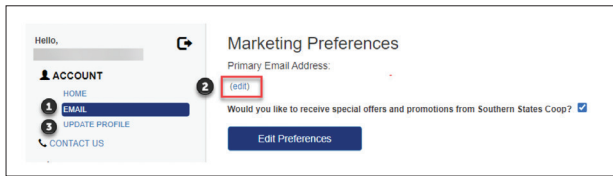
For best results, be sure to use the most updated version of your internet browser.

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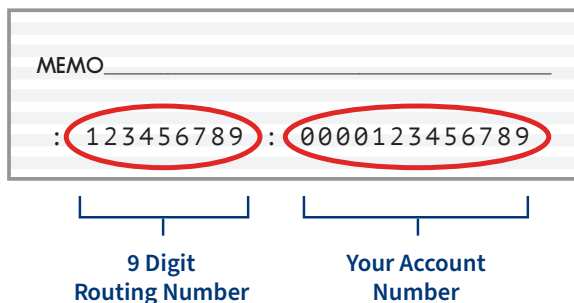
Add ACH Payment Information:

- 1 Select Account > Email from the menu
- 2 Click (edit) to enter or confirm your primary email address.



- 3 Select Account > Update Profile from the menu
- 4 Scroll to ACH section halfway down the page
- 5 Enter the Name of Financial Institution
- 6 Enter the Name on Account
- 7 Enter the Address on Account
- 8 Enter the Routing Number
- 9 Enter the Checking Account Number
- 10 Enter the Checking Account Number Confirmation
- 11 Select the Bank Account Type from the drop-down
- 12 Check the box to accept Terms and Conditions
- 13 Enter the name of the Authorized Signer on Bank Account
- 14 Enter today's Date in MM/DD/YY format
- 15 Select Save
- 16 Be sure to read the confirmations and select OK/Close when appropriate

Your bank routing and account numbers can be located on the bottom row of your checks.



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For best results, be sure to use the most updated version of your browser.

Set Up an AR Payment:

- 1 Select Payments > Make a Payment from the menu
- 2 If you have both AR and Budget Billing accounts, you will be prompted to select Pay By Invoice
- 3 To pay individual invoices:
 - a. Select each individual invoice using the check box to the left of the invoice
 - b. As the payments are selected, the payment total is added and displayed at the top
- 4 To pay all outstanding invoices:
 - a. Check the Select All Invoices box
 - b. Payment total for all invoices will display at the top
- 5 Select the Schedule Payment button
- 6 Select the Payment date on the calendar and select Authorize
- 7 Select I Agree on the payment authorization page
- 8 This process must be performed each month when invoices are due for payment. There is not a recurring payment option

Set Up a Budget Billing Payment:

- 1 Select Payments > Make a Payment from the menu
- 2 If you have both AR and Budget Billing accounts, you will be prompted to select either Pay By Invoice or Budget Billing and select Continue
- 3 Enter a Payment Amount and select Continue. For the expected monthly payment amount, please refer to your statement
- 4 Select the Payment Date on the calendar and select Continue
- 5 A confirmation page displays the date and amount of your payment. Select I Agree to authorize the payment
- 6 This process must be performed each month. There is not a recurring payment option

Sign up for Emailed/Electronic statements:

- 1 Select Account > Update Profile from the menu
- 2 From a Mobile Device: scroll to the Statement/Invoice Section
From a Computer, the Statement selection will be on the right
- 3 Select an option from the Statement Dropdown menu
 - a. Electronic Statement – Your statements will appear under Purchases > Statements
 - b. Email Statement – Your statements will be emailed to you in addition to appearing on MySouthernStates.com
- 4 Enter a Statement Email Address if you chose Email Statements
- 5 Check to accept terms and conditions
- 6 Select Save
- 7 Be sure to read all confirmations and select OK/Close when appropriate