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Late Payment Notifications

The Late Payment Notification System sends reminder e-mails to clients with outstanding balances. Configure three separate late payment notifications and designate the delivery intervals. ACI365 automatically delivers the late payment notifications to the e-mail address entered in the client's account.

Configuring Late Payment Notifications

1. In the *Management Section*, click **Notifications**.
2. Select *Late Payment Notifications*.
3. Select *Check to Auto-Attach Invoice* (optional). Selecting this option automatically attaches an invoice, in PDF format, to the e-mail notification. If an invoice was not uploaded to the site, an invoice is created and sent.
4. Select *Check to Turn Late Notification System On* to enable the late payment feature.

NOTE: Select *Send Late Notices* under Client Information to enable the automated late notification system for a client.

5. Select *Check to require that all late payment notifications be approved before being sent* (optional). Selecting this option requires approval of notifications before they are sent. Click **Pending** to view all pending notifications.
6. Select a *Start Date*. Orders entered on, or after this date, are subject to late payment notifications.

7. Enter the text for the first, second, and final late payment notifications. Enter the number of days after the report delivery date to send each late payment notification. All payment notifications include the Office File Number, Client File Number, Borrower's Name, Subject Address, Report Delivery Date, and Amount Due in the header of the e-mail.

FIRST NOTIFICATION...

Type the message you would like to be delivered in your first late payment notification email below.

Normal Font Size

B **I** **U** [List Bulleted] [List Numbered] [List None] [Text Left] [Text Right] [Text Center] [Text Justify] [Text Indent] [Text Outdent] [Text Decrease Indent] [Text Increase Indent] [Text Undo] [Text Redo]

According to our records you have an over due invoice. Please send payment to:

Steve Smith
PO Box 3124
Palm Coast, FL 32137-3124

If you have already sent payment please disregard this email.

Thank you,
Steve **Smith**
386-111-2022 (Office)
386-111-3033(Fax)
steves@appraisalslimited.com

Number of days after Delivered Date **First Late** Notification email will be sent

TIP: Use the toolbar to format the text of the notification.

8. Click **Save**.