

Want to notify your clients about your new integrated payment processor? We wrote a sample email for you to use. Simply copy, paste, and send away.



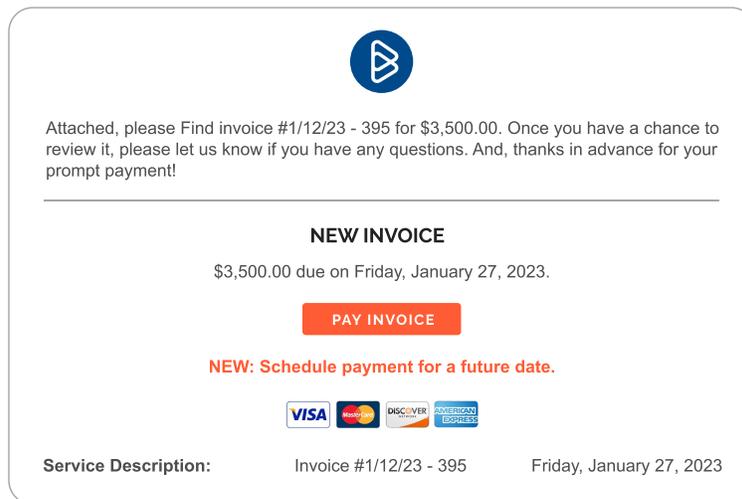
Subject Line: [Urgent] (Your Firm's Name) new online payment system

We are pleased to announce that you can now easily pay your invoices online!

All invoices will have a "Pay Invoice" button that allows you to securely make a payment, from anywhere, at any time, through your payment method of choice. This system adds convenience and flexibility for you and will be our one-stop shop for collecting payments.

For added ease in this transition, below is an example email you will now receive with the attached invoice. Upon payment you will receive a receipt via email for your records.

[Please replace the below image with with an email example that you would be sending to clients]



There is no action required on your part. Thank you and please reach out with any questions.

Best,
(Your Name)



How to Access Your Client Portal



For any questions, please reply to this email.

1

You will receive an email from our firm inviting you to the client portal

2

Click the link to join and create a username and password

3

The client portal will allow you to view invoices, pay+bulk pay invoices, and save your preferred payment information

4

To continue accessing your portal, you can go to portal.bigtime.net or click "Login" when you are paying your invoice online



How to Pay Your Bill Online



Tip: The client portal is just like going in to pay your phone or internet bill



For any questions, please reply to this email.

1

Open your email that contains your Invoice

2

Click **Pay Invoice**

3

Enter in your payment information and click **Submit Payment**

4

Receive your payment receipt



Hello,

Thank you so much for your continued partnership with BigTime. Please see the attached invoice #555 for \$25,000.00. Please email example@example.com if you need any assistance or have any questions.

Payments can be made easily via ACH or credit card by simply clicking the "Pay Invoice" button on your invoice. This is our preferred method of payment.

New Invoice

\$25,000 due on Friday, July 28, 2023

PAY INVOICE