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[STANDLEYS.COM](https://standleys.com)


How to Pay Invoices on Juice Payments Portal - Register, Make a Payment, Set Up AutoPay

You can view and download copies of invoices, pay open invoices online using ACH or CC, and set up auto pay all on the **Juice Payments** portal <https://payments.ceojuice.com>

To have access to all these options you will need to set up a login. The email address must be the same one you have on file with Standley Systems for the point of contact. If you have questions, please reach out to the AR Team at Standley's for assistance.

Go to <https://payments.ceojuice.com/register>

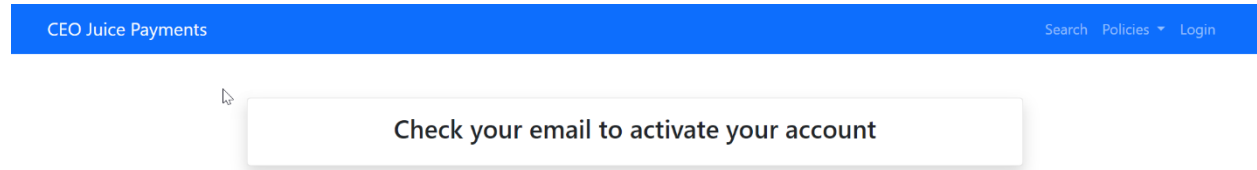
Use your Microsoft account to log in



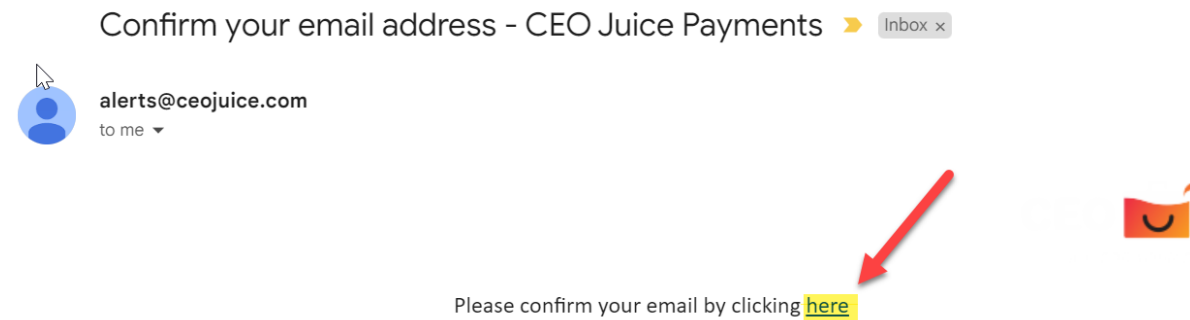
or register a new account

Enter your email address and assign a password, use the email address that you currently receive invoices to, then select Register.

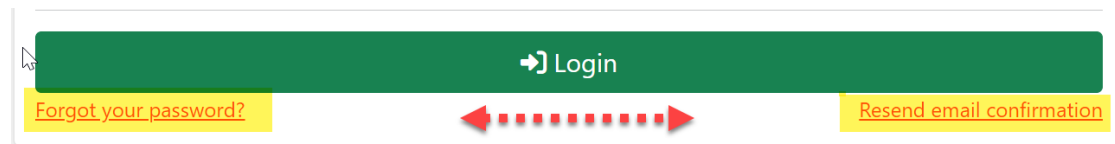
A validation email will be sent from alerts@ceojoice.com, to the email address you registered with, open that email (check junk folder if it's not in your inbox).



Click on the link in the email to confirm



**If you didn't receive your verification email you can choose resend email confirmation. After you have registered, if you have forgotten your password, you can choose Forgot your password.*



You can now login using those credentials
at <https://payments.ceojoice.com/Identity/Account/Login>

Login or [Create an account](#)

Log in using your Microsoft account



or

 email

 password

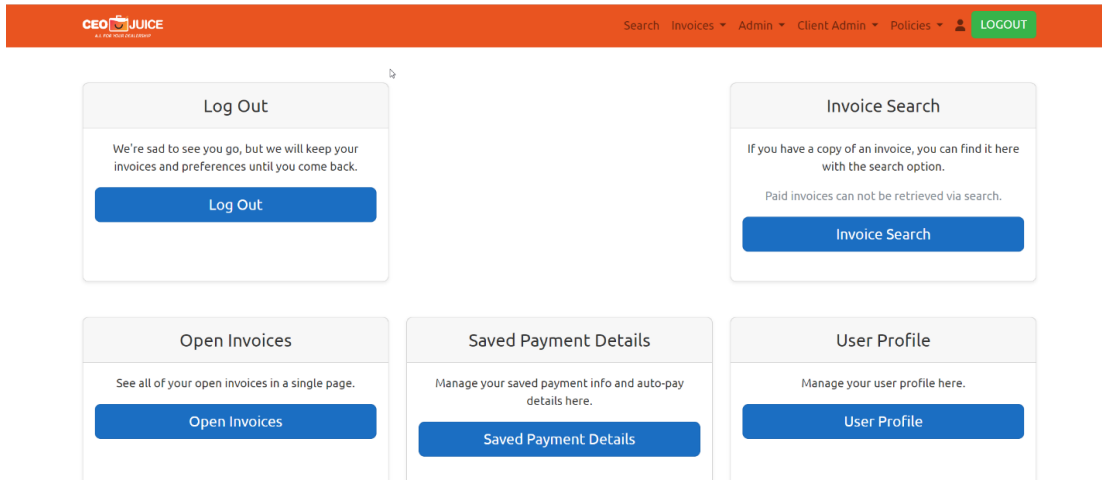
Remember me?

 Login

Note that the payment site requires a user's password be changed every 12 months. Additionally, the site will automatically log users out after one hour of idle time.

How to View Invoices

Once logged in your default homepage will be the below, where you can view a single invoice under invoice search, see all open invoices, save payment details and manage your user profile.

A screenshot of a user dashboard. At the top is an orange navigation bar with the 'CEO JUICE' logo on the left and a menu on the right containing 'Search', 'Invoices', 'Admin', 'Client Admin', 'Policies', and a 'LOGOUT' button. Below the navigation bar are six white cards arranged in a 2x3 grid. Each card has a title, a short description, and a blue action button. The cards are: 'Log Out' (description: 'We're sad to see you go, but we will keep your invoices and preferences until you come back.'), 'Invoice Search' (description: 'If you have a copy of an invoice, you can find it here with the search option. Paid invoices can not be retrieved via search.'), 'Open Invoices' (description: 'See all of your open invoices in a single page.'), 'Saved Payment Details' (description: 'Manage your saved payment info and auto-pay details here.'), and 'User Profile' (description: 'Manage your user profile here.').

Card Title	Description	Action Button
Log Out	We're sad to see you go, but we will keep your invoices and preferences until you come back.	Log Out
Invoice Search	If you have a copy of an invoice, you can find it here with the search option. Paid invoices can not be retrieved via search.	Invoice Search
Open Invoices	See all of your open invoices in a single page.	Open Invoices
Saved Payment Details	Manage your saved payment info and auto-pay details here.	Saved Payment Details
User Profile	Manage your user profile here.	User Profile

Invoice Search, opens up a search page to view single invoices by entering the invoice number, invoice due date and postal code (you do not have to be logged in to view this page)

Search for an invoice or log in to see all of your invoices

Invoice Number

Invoice Date or Due Date

Postal Code (billing or shipping)

Open Invoices, allows you to see all open invoices. Hover over the invoice number to view the entire invoices

List of multiple invoices

Invoice #	Client	Customer	Due	Balance
50			2023-05-23	1495
49	3		2023-05-14	475

If you get a message saying Don't see the invoice you're looking for? It's possible there are no open invoices, or you have registered with an email address that is not originally associated with that invoice.

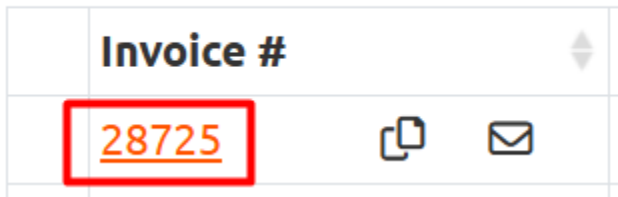
Don't see the invoice you're looking for? You can search by invoice number. Use the link above.

How to Pay Invoices


Under Open Invoices, display all your companies' open invoices

Invoice #	Client	Customer	Due	Balance
50			2023-05-23	1495
49	3		2023-05-14	475

To make a payment for one invoice, in the Invoice # column click on the red linked invoice# to open it up.



Displays the invoice details, download icon to obtain copy of invoice, and your two payment options



Contract Invoice [REDACTED]
Invoice Date 8/2/2024
Due Date 9/1/2024
Invoice Amount \$575.00

CEO Juice no longer accepts paper checks,
please pay us online at
payments.ceojuice.com

Invoice Balance \$575.00

ar@ceojuice.com
www.ceojuice.com

Payment Amount
\$ 575.00

Card		Bank	
Amount	\$575.00	Amount	\$575.00
Fee : 3% Credit, 0% Debit	\$17.25	Fee	\$0.00
Total	\$592.25	Total	\$575.00

Click above to select payment by bank or card.

Routing Number
000000000

Account Number
000000000000

Verify Account Number
000000000000

Name on Account

Select your payment option, **ACH or Credit Card**, enter payment details, click **Pay** at the bottom to process payment. Note that you cannot overpay invoices, but you can short pay them.

Payment Amount

\$ 15.8800

Credit Card

Amount	\$15.88
Fee	\$0.48
Total	\$16.36

ACH

Amount	\$15.88
Fee	\$0.00
Total	\$15.88

Card Number

Expiration Date

CVV

First Name

Last Name

Email

Postal Code

Automatically pay invoices from Main using these payment details.

Pay \$16.36

A payment confirmation number will pop up, and you will also be emailed a payment confirmation.

Thank You! Payment confirmation #: 8

Paying multiple invoices with the one payment

On the Invoice drop down tab choose *Open Invoices*. To pay more than one invoice at the same time choose *Add to the batch pay queue* for each invoice you want to pay, then choose payment amount above to open the payment screen.

The screenshot shows the CEO Juice payment interface. At the top, the CEO Juice logo is displayed with the tagline "A.I. FOR YOUR DEALERSHIP". Below the logo, the customer information is "Customer: Offix (#109)". A blue button labeled "Pay \$1,000.00" is visible. A table lists two invoices:

Due Date	Type	Invoice Amount	Balance Remaining	Pay this Invoice	Add to the batch pay queue
2/1/2023	Contract	\$500.00	\$500.00	Pay this Invoice	<input checked="" type="checkbox"/>
3/1/2023	Contract	\$500.00	\$500.00	Pay this Invoice	<input checked="" type="checkbox"/>

Below the table, a "Payment Amount" field is set to "\$ 1000.0000". Two payment methods are shown: "Credit Card" and "ACH". The "ACH" method is highlighted with a green border. The "ACH" details are:

ACH	
Amount	\$1,000.00
Fee	\$0.00
Total	\$1,000.00

Below the payment methods, there are fields for "Account Number" (000000000000) and "Routing Number".

The invoices you choose to pay are listed on the left and the total amount at the top, enter payment information below to complete.

Note that you cannot short pay the total of the invoices when batch paying, you must pay the entire amount. This is because the system does not know which invoice you intend to short pay so it cannot be done.

Payment with Paymerang

If you use Paymerang to process your AP:

- Tell us to add payments@paymerang.com as a CC on the invoices we send. This way it can go to them automatically and reduce you needing to send to them or paymerang requesting from CEO Juice.
- You will pay Juice with a debit card to avoid fees.

Schedule AutoPay

To set up autopay, click *Automatically pay invoices* at the bottom of the screen. Select day of month you want the invoice to auto pay, end date, option to set a min. or max \$ amount, and assign what type of invoice/s can be included in the Autopay.

Automatically pay invoices from Main using these payment details.

Day of month Pay open invoices on this day each month. <input type="text" value="1"/>	End Date - Terminate the autoay after this date <input type="button" value="No termination"/> <input type="text" value="mm/dd/yyyy"/>
Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit) <input type="button" value="No min"/> <input type="text" value="0.00"/>	<input type="button" value="No max"/> <input type="text" value="1000000.00"/>
Auto-pay invoices of these types	
<input checked="" type="checkbox"/> Contract	<input checked="" type="checkbox"/> Service Ticket
<input checked="" type="checkbox"/> Sales	<input checked="" type="checkbox"/> Other

If there are no open invoices you can go directly to **Save Payment Details** from the landing page

Saved Payment Details

Manage your saved payment info and auto-pay details here.

Saved Payment Details

1. Choose Payment Method
2. Enter Payment Details
3. Choose when to auto pay on due date of a specific day of the month, set termination date, a min or max dollar amount and choose types of invoices applicable to auto pay
4. Choose **Submit Auto Pay** at the bottom to save all payment details

4. Choose **Submit Auto Pay** at the bottom to save all payment details

1 Payment Method
 ACH
 Credit Card

Account Number
000000000000

Routing Number
00000000

2 Name on Account
Postal Code

Your First Name
Your Last Name

3 Auto-pay on Due Date Day of Month
End Date - Terminate the autoay after this date **No termination** mm/dd/yyyy

Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)
No min 0.00 **No max** 1000000.00

4 Auto-pay invoices of these types
 Contract Service Ticket Sales Other

Submit Auto-Pay Only invoices from CEO Juice and sent to your email address will be paid with the auto-pay details.

*****NOTE** - if you pay multiple vendors in the payment portal and you want autopay set up to pay all vendors, you must create 1 auto payment per vendor, and this **MUST** be set up when you are actively paying an open invoice for that dealer by completing the *Automatically pay invoices* section at the bottom. In doing so, this tells the auto pay which vendor should be paid using that auto payment. If you don't have an auto pay for each vendor, then the auto pays will likely fail.

Automantically pay invoices from Main using these payment details.

Day of month Pay open invoices on this day each month.
1

End Date - Terminate the autoay after this date
No termination mm/dd/yyyy

Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)
No min 0.00 **No max** 1000000.00

Auto-pay invoices of these types
 Contract Service Ticket Sales Other

Pay \$1,495.00