



IMPORTANT – YOUR INVOICE PAYMENTS ARE CHANGING

December 2021

As part of the integration between Weaver Lumber and Meek's Lumber, we're writing to keep you informed about a new way for Weaver Lumber customers to save some time and postage when making payments.

Weaver customers with an active credit account will have a new electronic invoice and bill payment capability as of January 01, 2021. Below you will find instructions on how to sign up for the eInvoice software and configure your automatic payment options. You may also choose to continue paying your monthly account statement by mailing a check to our new payment address.

Effective January 01, 2021, all manual check payments for **Weaver Lumber** customers should be mailed to:

**WL OPCO
PO BOX 889438
LOS ANGELES, CA 90088-9438**

All Weaver customers can make an in-store purchase at the Weaver location or any Meek's California or Nevada location.

The new eInvoice provides 24/7 online access, anytime, anywhere, to view, print, download, and pay your Weaver invoices and credit account statements. You can save time by scheduling future payments with no need to write checks while reducing postage costs and eliminating paper statements. Please refer to the FAQ (included with this letter) for more details.

We cannot thank you enough for all our local relationships which have withstood the test of time. We are asking all of our team members to continue delivering the personalized service and quality products you deserve and have come to expect. We thank you for placing your trust in us and look forward to working with you for many years to come!

Sincerely,
Larry Rose
Operations Manager
larry.rose@weaver-lumber.com
(530) 241 – 9191

Jesse Laurito
Credit Manager
jesse.laurito@hbs-lbm.com
(775) 782 – 5784



eINVOICE QUICK START INSTRUCTIONS

After receiving your January invoice statement in the mail, please visit the login screen at weaver-lumber.com/payments/ where you will see this screen and can click on the “**Sign Up Now**” button. Note the software does not work with Microsoft or Apple Safari web browsers. It only works with Google Chrome or Firefox.

Next, you will need your credit **Account Number** and **Enrollment Token**, which will be printed on your January account statement. Please enter the email address that will be the primary/administrator email for your eInvoice account. Then create a **Username** and **Password**, while entering the answers to 3 security questions if you need to reset your password.



Sign Up With Invoice Connect

Already Have an Account? [Sign In](#)

*All fields are required unless otherwise indicated as "optional"

User Information

Enter your full name and email address, then create a user name and password for your account.

Name: Enter your first and last name here.

Email Address:

User Name:

Password:

Confirm Password:

Account Information

To verify your account, enter your account number along with the enrollment token found on your bill.

Account Number:

Enrollment Token:

Security Questions

Select and answer three security questions.

Security Question 1: ▼

Answer 1:

Security Question 2: ▼

Answer 2:

Security Question 3: ▼

Answer 3:

Stop Sending Mail (Check here if you would like us to stop mailing your paper bills)

I agree to the [Subscriber Agreement](#)

[Sign Up](#)

eINVOICE QUICK START INSTRUCTIONS

Next, you will receive a **confirmation email** that will be sent to the email address you entered on the “Sign Up with eInvoice Connect” screen. In that email, please click on the **confirmation link** to complete the creation of your account. Clicking on the email confirmation link will open a new browser tab where you can now enter your **Username** and **Password** to **“Sign Into Your Account”**.



Once you successfully sign in, you will then see the home page screen which will look similar to the screenshot below with tabs showing “Open” unpaid invoices, “Closed” paid invoices, “Payment History”, and “Settings”.

PDF	Note	Dispo	Group	Acco...	Invoice #	PO Number	Inv Date	Due Date	Disc Amt	Disc Date	Total Dus	Disp Total	Open Balance	Amt Paid	Drnid
<input type="checkbox"/>			Default Group	88888	7789	121	07/08/15	08/07/15	0.00		150.00	0.00	150.00	0.00	Y
<input type="checkbox"/>			Default Group	12345	7803	136	07/08/15	08/07/15	0.00		149.98	0.00	149.98	0.00	Y
<input type="checkbox"/>			Default Group	99999	7796	128	07/07/15	08/06/15	0.00		155.36	-155.36	155.36	0.00	Y
<input type="checkbox"/>			Default Group	88888	7788	120	07/06/15	08/05/15	0.00		1840.00	0.00	1840.00	0.00	Y
<input type="checkbox"/>			Default Group	99999	7795	127	07/05/15	08/04/15	0.00		1870.55	0.00	1870.55	0.00	Y
<input type="checkbox"/>			Default Group	12345	7802	134	07/04/15	08/03/15	0.00		1920.54	0.00	1920.54	0.00	Y
<input type="checkbox"/>			Default Group	88888	7794	126	07/03/15	08/02/15	0.00		20.00	0.00	20.00	0.00	Y
<input type="checkbox"/>			Default Group	88888	7793	125	07/02/15	08/01/15	0.00		20.00	0.00	20.00	0.00	Y
<input type="checkbox"/>			Default Group	99999	7801	133	06/28/15	07/28/15	0.00		30.55	0.00	30.55	0.00	Y
<input type="checkbox"/>			Default Group	99999	7800	132	06/27/15	07/27/15	0.00		30.55	0.00	30.55	0.00	Y
<input type="checkbox"/>			Default Group	99999	7799	131	06/26/15	07/26/15	0.00		30.55	0.00	30.55	0.00	Y
<input type="checkbox"/>			Default Group	99999	7798	130	06/25/15	07/25/15	0.00		30.55	0.00	30.55	0.00	Y



eINVOICE QUICK START INSTRUCTIONS

Now, please click on the **“Settings”** tab where you will see your eInvoice account profile settings.

The screenshot shows the 'Profile Settings' page. The sidebar on the left includes: Profile Settings, Change Password, Payment Settings, Notification Settings, User Management, Account Management, and Group Management. The main content area is titled 'Profile Settings' and contains the following fields:

User Name:	12345
Name:	Shawn Burchfield
Email Address:	sburchfield@billtrust.com
Security Question 1:	What is your favorite hobby?
Answer 1:	Billing
Security Question 2:	Who is your favorite athlete?
Answer 2:	Steve Jeltz
Security Question 3:	Where was your mother born?
Answer 3:	American Metro

A 'Save' button is located at the bottom right of the form.

Then, please click on **“Payment Settings”** on the left to enter your banking information, or credit card information, which will be used to pay invoices. Click on the **“Add Bank Account”** button.

The screenshot shows the 'Payment Settings' page. The sidebar on the left includes: Profile Settings, Change Password, Payment Settings, Notification Settings, User Management, Account Management, and Group Management. The main content area is titled 'Payment Settings' and contains the following table:

Friendly Name	Account Type	Group	
AMEX Corporate Card	Credit Card	Default Group	Edit Delete
My Bank Account	Bank Account	Default Group	Edit Delete

At the bottom of the page, there are two buttons: 'Add Bank Account' and 'Add Credit Card'. The 'Add Bank Account' button is highlighted with a red box.



eINVOICE QUICK START INSTRUCTIONS

Now, please enter your **Banking Account** information. Then be sure to select the **“Default Group”** at the bottom of the screen. Note the tab for **“Auto-Pay”** settings and **“Payment Options”**.

Payment Settings
Manage your payment settings, payment accounts and auto-pay settings.

Payment Accounts | **Auto-Pay Settings** | Payment Options

Friendly Name: My Bank Account

Bank Name:

Name On Account:

Routing Number:

Account Number:

Retype Account Number:

Your payment account must be assigned to at least one group. Select the group(s) from the list below that you want to assign the payment account to or add a new group.

Add Group

Group Name

Default Group

East

East 1

West

Cancel Save

The credit card screen looks very similar, if you click on **“Add Credit Card”** from the **“Payment Settings”** tab. Please note there is a payment processing fee for using a credit card.

Payment Settings
Manage your payment settings, payment accounts and auto-pay settings.

Payment Accounts | **Auto-Pay Settings** | Payment Options

Please note that accounts cannot be used when paying with a credit card.

Card Account:

Friendly Name: My Credit Card

Card Card Number:

Expiration Date: 01/2014 - 12/2014

Name on Card:

Address 1:

Address 2:

City:

State/Province: AL

Zip Code:

Your payment account must be assigned to at least one group. Select the group(s) from the list below that you want to assign the payment account to or add a new group.

Add Group

Group Name

Default Group

East

East 1

West

Cancel Save



eINVOICE QUICK START INSTRUCTIONS

If you wish to set up automatic payments each month with a maximum amount threshold, click on the **“Auto Pay Settings”** tab.

Payment Settings
Manage your payment settings, payment accounts and auto-pay settings.

Payment Accounts **Auto-Pay Settings** Payment Options

Manage your Auto-Pay Settings.

Auto-Payment: Enable ↓

Payment Account: No Account Selected ↓

Payment Threshold: 0.00

I have reviewed and agree to the [Terms and Conditions](#)

Cancel Save

Complete payments setup by clicking on **“Payment Options”** to make sure the box is checked that says **“Auto-close Paid Documents”**.

Payment Settings
Manage your payment settings, payment accounts and auto-pay settings.

Payment Accounts Auto-Pay Settings **Payment Options**

Manage payment related options.

Auto-Close Paid Documents (automatically move bills to the “Closed” tab when the bill is paid in full)

Now you are set up to pay invoices electronically.

In order to view an invoice, please click on the **“Open”** unpaid, or **“Closed”** paid tab from the main home screen. Invoices can then be sorted by Account #, Invoice #, PO #, Invoice Date, Due Date, and Amount Due. Click on the Adobe PDF icon image if you wish to download an invoice. You can also check the box next to multiple invoices to print, download, or pay multiple invoices.



Frequently Asked Questions

Who can access eInvoice?

All Weaver Lumber and Weaver Millwork customers starting January 01, 2022.

How does it work?

eInvoice provides you with a number of convenient capabilities. You can easily access your invoices and statements online in a PDF format. You can also download your billing information into QuickBooks, Peachtree, or Microsoft Excel. You are also helping the environment by agreeing to electronic rather than paper statements.

How much does it cost?

We provide this service as a convenience to our customers at no additional cost. eInvoice will likely save you time and money by avoiding the need to open, sort, file, and shred paper statements. However, please note any electronic payments made on the last day of the month incur a finance charge since online payments take up to 48 hours to process.

Will I still receive paper statements?

No, by default, once you enroll in eInvoice, you will stop receiving paper statements. You can change this setting in your eInvoice account.

Can I cancel after I sign up?

Yes. If you want to cancel your eInvoice account, please contact your location manager or billing team.

Can I make payments?

Yes. When you set up your Invoice account, you will add checking account details so you can make ACH payments for your monthly account statement.

Can I cancel a payment?

Yes, but only scheduled payments. Same day payments cannot be canceled. Scheduled payments can be canceled prior to processing. View your scheduled payments by clicking on the "Payment History" tab, then simply click "Cancel" which appears to the right of the scheduled payment.

Is my payment information safe?

Your payment account information is encrypted, and the eInvoice website is PCI Level 1 compliant and SSAE 16 certified. It would be best if you use a strong password and protect your eInvoice password like you would your banking account access.

How will I know when I have a new bill?

You will receive an email each month on the first of the month that you have a new statement available for review and payment.



Frequently Asked Questions

Will my invoices look the same online?

The invoices in eInvoice look exactly the same as a paper invoice. Invoices, Credits, Job Statements, and Master Statements all appear when you login to your eInvoice account.

Can I print and save my bills?

Yes. eInvoice uses the industry-standard PDF format so you can easily print and store documents on your computer.

Can I see invoices for a specific date range or job number?

Yes. You can set filters for a specific column you want to filter. Once filtered, you can select only those invoices for a particular payment.

How are my invoices organized by default?

All unpaid invoices are listed in the "Open" tab. You will see listed in the "Open" tab, invoices, credits, job statements, and master statements. There is also an option in the "Settings" tab to automatically mark invoices as "Closed" once they are paid in full.

Can I print or download multiple bills at one time?

Yes. Click the box next to each item and then click the "Print", "Download", or "Pay" button to print, download, or pay the list of items checked.

Can I download files into my accounting software?

Yes. You can download to QuickBooks, Peachtree, and a CSV file for Microsoft Excel.