



## How to Use Online Bill Pay

### EXISTING USERS:

- Visit the website [www.warrencat.com/gopaperless](http://www.warrencat.com/gopaperless)
- Enter your User ID and Password
- Click the Log In button

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- Once logged in, enter your search criteria and click Search to view invoice(s).
  - Check the right box in the Pay column to pay specific invoices.
  - Once invoices have been selected, click on the Pay button to pay.

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- Fill out your Bank Account details.
  - Press Submit. *(Only press Submit once, or you may be charged multiple times.)*
  - Congratulations! You have paid your bill online. You will receive a confirmation email for your files.

### FIRST-TIME USERS:

- **Register** by visiting the website [www.warrencat.com/gopaperless](http://www.warrencat.com/gopaperless)
- Click the Register button

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- Fill out the required information. *(You will need a recent invoice for your customer and invoice numbers.)*
  - Click the Next button.
  - Create your Login ID Details and click the Next button.
  - Select your Paperless Invoicing options and click the Next button.
  - We will set up a User ID and send you a welcome email with a temporary password.

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- Follow the steps above for existing users to log in and pay bills online.

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***If you have any questions, please contact Warren CAT Credit at 432.571.4242***