



# **User's Quick Guide Registration and Accessing the Site**

**Version: A1.0**

## **Customer Website to Process Payments on Line**

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# Website User's Quick Guide

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## General Information






The primary function of the Customer Website is to facilitate payment transactions in real time. The Customer Website works as an online transaction processing engine for online ACH payments. Customers will need to register and have credentials to be able to access the site and perform payment transactions.

## Features of the Site

Each page will have the same features and layout to prevent confusion and maintain consistency. All the option pages include a navigation bar at the top showing, Company name, account name, and currently logged in user at the top right-hand side .

The site was developed primarily for Firefox 47.0 as a web browser but has also been tested with Internet Explorer 11 and Chrome.

Several icons are used throughout the site to denote certain characteristics about hyperlinks. Links to information in Adobe PDF format will have the small PDF icon (). These documents can be viewed with the Adobe Acrobat Reader which you can be downloaded for free from Adobe's web site.

Export to Excel () , Word () , Print () , Cancel or delete() , View invoice in PDF format () ,

Request a Credit Memo () , Shopping Cart () , Download invoices or send via Email () .

## Security Timeout

For security reasons, the system will automatically log you out of the system if you remain idle and do not do not perform any tasks. By default, the system will log you out once 20 minutes have elapsed without any activity.

When you are ready to resume working with the system, click any button on the screen. The system will automatically load the login page for you. You can also close all web browser windows and reload the login page manually.

# Accessing the Site

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To access the Site, type the URL into your web browser's address bar:  
<https://customer.goldenflowers.com/>. You should see a screen similar to the following.

## Login

Users who have previously registered for the Site must log in by providing a valid user name and password.



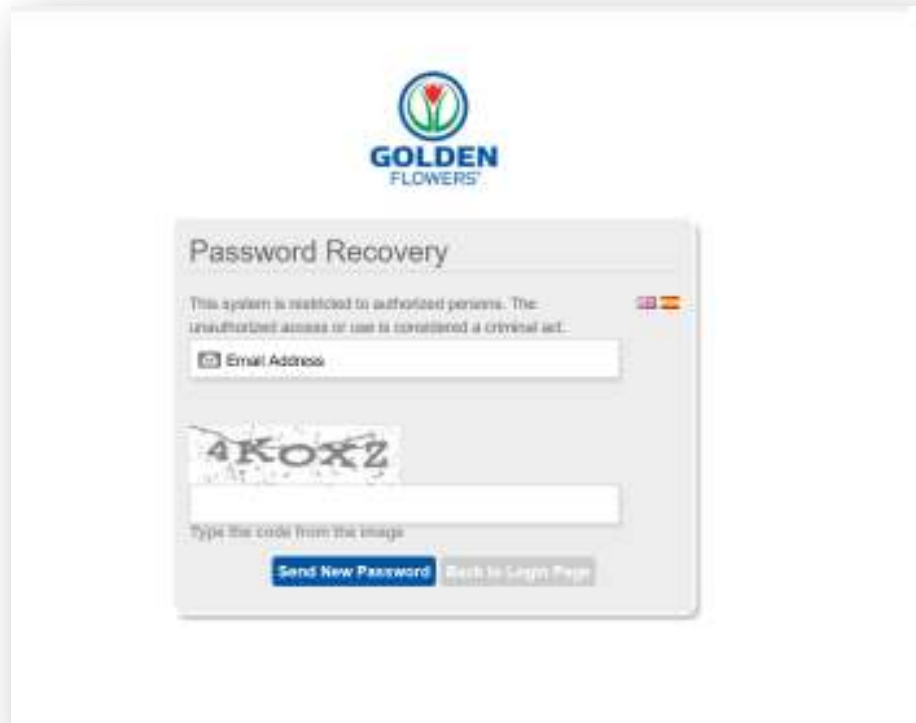
The screenshot shows the Golden Flowers login interface. At the top center is the Golden Flowers logo, which consists of a stylized red flower with green leaves inside a blue circle, with the text "GOLDEN FLOWERS" below it. Below the logo is a "Login" form. The form has a "Login" title and a "Register here" button in the top right corner. Below the title is the text "Access to this site requires Registration." The form contains two input fields: "Username" with a person icon and "Password" with a lock icon. Below these fields is a large black "Login" button. At the bottom right of the form is a "User Guide" link with a document icon. Below the form is a language selection area with flags for English and Spanish, and a "Forgot password?" link.

You may also choose the language - English, Español (Spanish) - that you want to use while logged into the system.

Select **Login** to advance to the next screen and begin using the Site.

## Forgot Password

Users who have forgotten their password may request that it be e-mailed to them by entering their **E-mail** address.

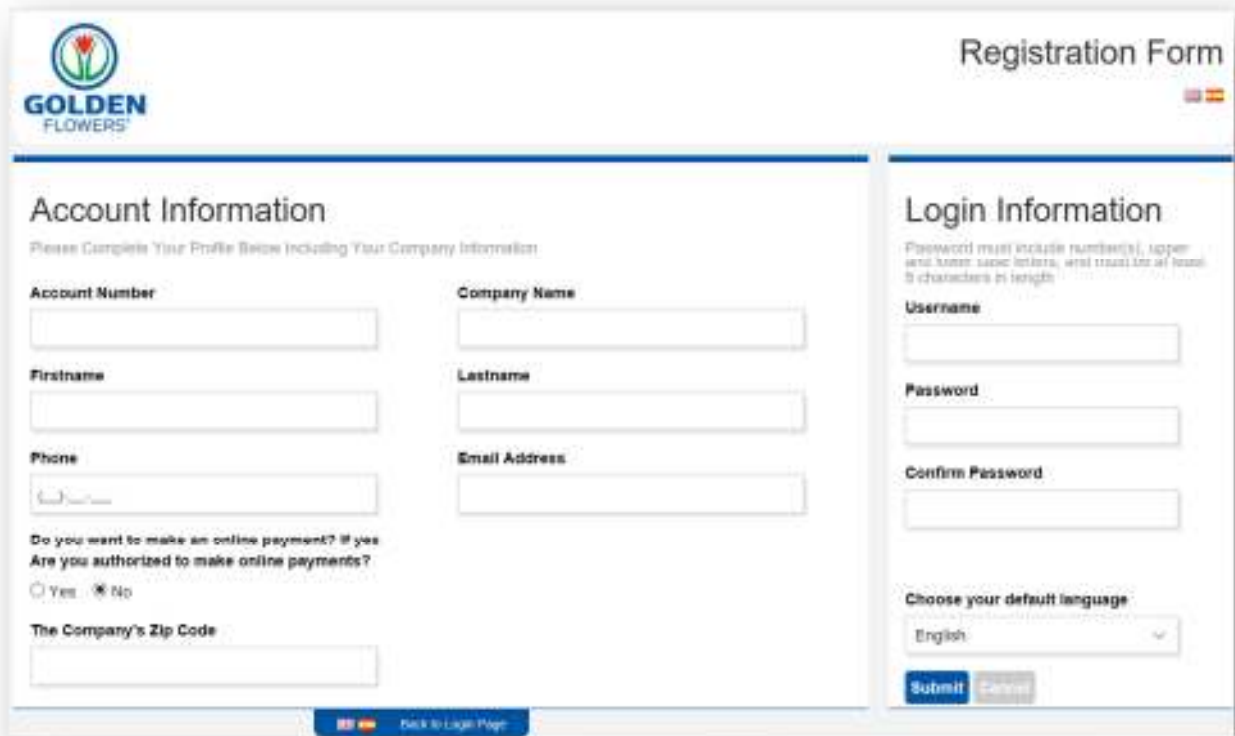


The screenshot shows the Golden Flowers logo at the top center. Below it is a form titled "Password Recovery". The form contains the following elements:

- A warning message: "This system is restricted to authorized persons. The unauthorized access or use is considered a criminal act." with a small icon to the right.
- An input field labeled "Email Address" with an envelope icon on the left.
- A CAPTCHA image showing the code "AKOXZ" with a small icon to the left.
- An input field for the CAPTCHA code with the text "Type the code from the image" below it.
- Two buttons at the bottom: "Send New Password" (highlighted in blue) and "Back to Login Page".

# Site Registration

Users who have not previously registered for the Site must select “Register to use the site” to access the “Registration Form”.



The screenshot displays the 'Registration Form' for Golden Flowers. The form is divided into two main sections: 'Account Information' and 'Login Information'. The 'Account Information' section includes fields for Account Number, Company Name, Firstname, Lastname, Phone, and Email Address. It also features a question about online payments with radio buttons for 'Yes' and 'No', and a field for 'The Company's Zip Code'. The 'Login Information' section includes fields for Username, Password, and Confirm Password, along with a dropdown menu for 'Choose your default language' set to 'English'. A 'Submit' button is located at the bottom right of the form. The Golden Flowers logo is visible in the top left corner, and the text 'back to Login Page' is at the bottom center.

**Registration Form**

**Account Information**  
Please Complete Your Profile Below Including Your Company Information

Account Number:

Company Name:

Firstname:

Lastname:

Phone:

Email Address:

Do you want to make an online payment? If yes  
Are you authorized to make online payments?  
 Yes  No

The Company's Zip Code:

**Login Information**  
Password must include number(s), upper and lower case letters, and must be at least 8 characters in length

Username:

Password:

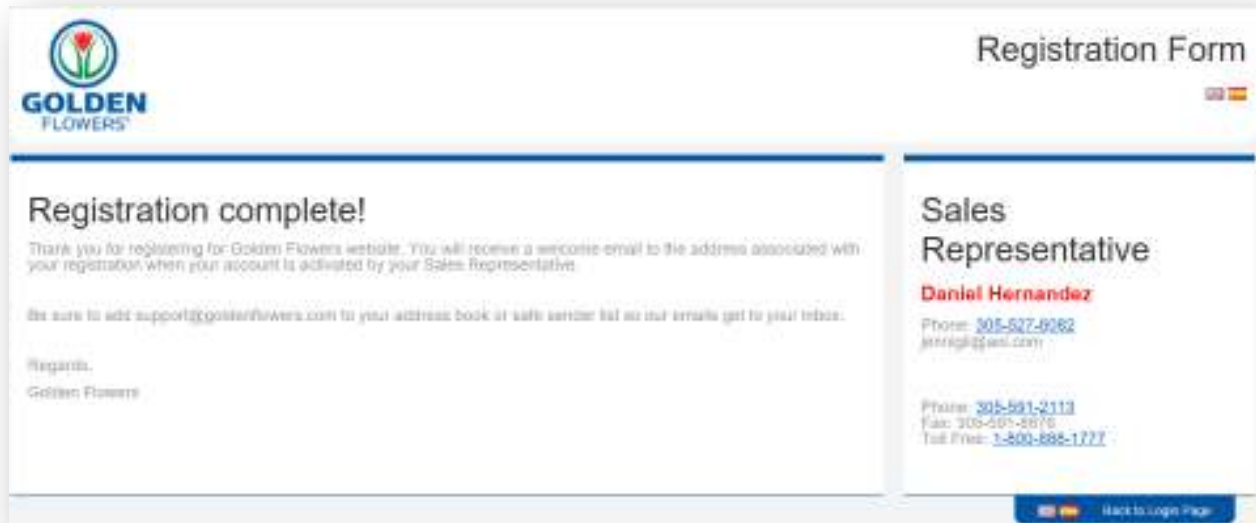
Confirm Password:

Choose your default language: English

**Submit**

[back to Login Page](#)

You will receive a welcome email at the address associated with your registration once your account is activated by your Sales Representative.



If you need help, please contact Customer Service at

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