



Info Pages

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## How to Make a Payment

Edited by [mhd](#) on 14. Feb. 2024

Basic Company Profiles/eDirectory entries are always free of charge. However, these profiles will only show the company address and phone numbers. To extend your company profile, you will have to make a payment to you profile account.

While you can add/change any information or content in your company profile without being charged, these changes/additions will most of the time not be visible without a payment. You will find more information on available features and pricing, please see [here!](#)

- To make a payment, you must first login to you personal account. Login is available on every page of bulk online by clicking on the Account Logo in the upper right corner of the page.



- After clicking on the "Log in" link, you will be taken to the login page. Here you must enter your user name or the email address you provided when you created your account.

## Log in to "bulk-online"

ATTENTION: We have recently changed our content management system. Unfortunately it was not possible to transfer the user passwords into the new system. If this is your first login after the change, you will have to **"RESET YOUR PASSWORD"**!

**Email or username \***

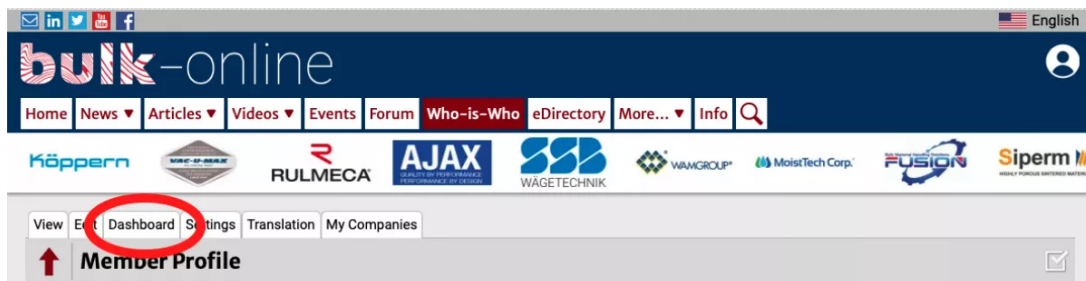
*Enter your email address or username.*

**Password \***

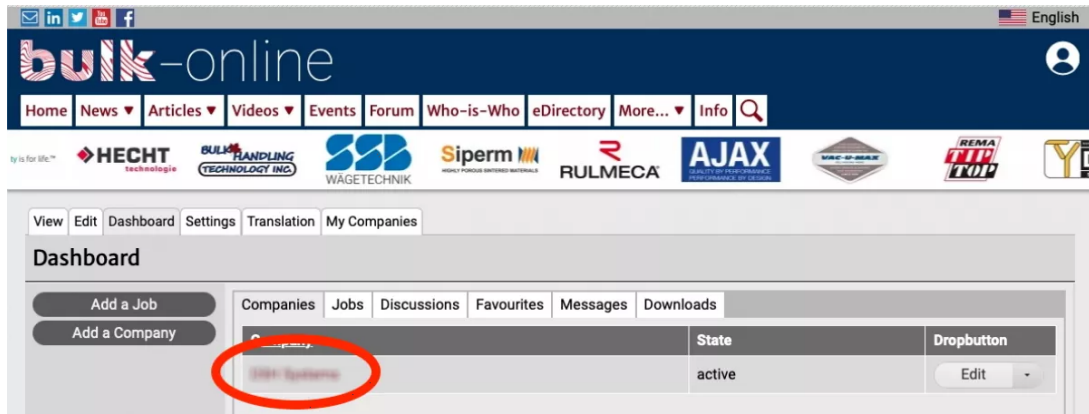
*Enter the password that accompanies your email address.*

**Log in**

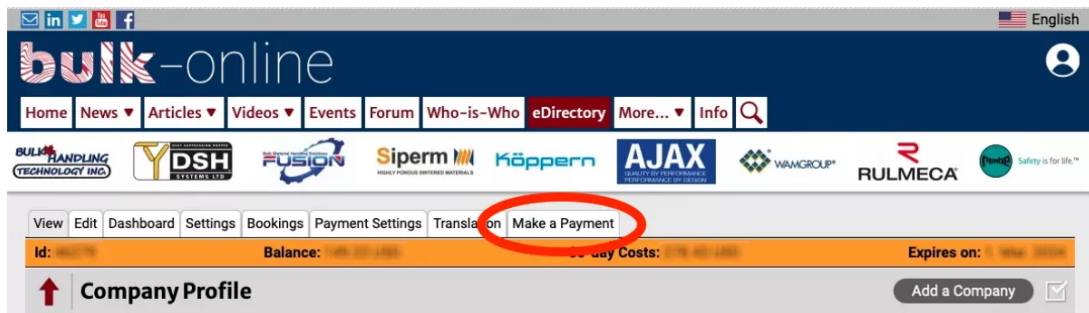
- After login, you will be taken to your member profile. To see the companies of which you are a member of the management team, click on the "Dashboard"-Tab.



- In the dashboard, click on the "Companies"-Tab, if it is not already active. Here click on the name of the company you want to make a payment for. This will take you to the company profile.



- On the company profile click on the "Make a Payment"-Tab. This will take you to the payment page.



- On the payment page you can fill in the amount you would like to pay (please note that there is a minimum payment amount).

The screenshot shows the 'Set Payment' form on the bulk-online website. The form is titled 'Charge Account for: CITR Systems Ltd.'. It contains several input fields for payment details, including Currency (USD), 30-day Costs, Pay by (Bank Transfer / Giro), Invoice to, By Email to, and Your Reference. The 'Set Payment' tab is highlighted with a red circle. Below the input fields, there's a 'Calculation Helpers' section with buttons for Half Year, Full Year, End of Year, and End of next Year. A note indicates that the minimum payment is 449.78 USD. At the bottom, there's a green button labeled '(Missing Information)' and a grey button labeled 'Cancel'.

- If you filled in all necessary information, a summary will appear on the bottom of the payment page. Please check if all information is correct. Only then click on the green "Pay XXX " button on the bottom on the page. This will initiate the payment process and an invoice will be send to your email address and the invoice email address provided.

## Charge Account for: *CRIM Systems Ltd.*

Currency: **USD** ⓘ (edit)

30-day Costs: **2776.40 USD** (edit)

Pay by: **Bank Transfer / Giro** (edit)

Invoice to: **CRIM Systems Ltd. - Auckland - New Zealand** (edit)

By Email to: **(empty)** (edit)

Your Reference: **(empty)** (edit)

### Set Payment

USD

#### Calculation Helpers:

Half Year

Full Year

End of Year

End of next Year

(You paid **2776.40** USD on your last order)

### Profile Summary:

New Balance: **5,267.81 USD** (before: **1,481.87 USD**)

New 30-Day-Costs: **2776.40 USD** (before: **2776.40 USD**)

New Expiration Date: **Mar 15, 2025** (before: **Mar 15, 2024**)

### Payment Summary:

Payment set: **5,267.81 USD**

Total: **5,267.81 USD**

**Pay 5,267.81 USD**

Cancel

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