



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 your 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 log in to your personal account. Log in 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.

The screenshot shows the bulk-online dashboard. At the top, there are various navigation links: Home, News, Articles, Videos, Events, Forum, Who-is-Who, eDirectory, More..., Info, and a search bar. Below the navigation is a row of company logos: HECHT, BULK HANDLING TECHNOLOGY INC., SSB WAGETECHNIK, Siperim, RULMECA, and AJAX. The main area is titled 'Dashboard' and contains a table with columns for Company, State, and Dropbutton. The row for 'DSH Systems' is circled in red.

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

The screenshot shows the bulk-online payment page. At the top, there are navigation links: View, Edit, Dashboard, Settings, Bookings, Payment Settings, Translation, and Make a Payment. The 'Make a Payment' tab is circled in red. Below the navigation is a table with columns for Id, Balance, 30-day Costs, and Expires on. The 'Company Profile' link is visible on the left.

- 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 payment settings page. On the left, there are fields for Currency (USD), 30-day Costs (USD), Pay by (Bank Transfer / Giro), Invoice to, By Email to, and Your Reference. On the right, there is a 'Set Payment' section with a text input field for the amount, which is circled in red. Below it, a note says 'The Minimum Payment is 449.78 USD'. There are also 'Calculation Helpers' buttons for Half Year, Full Year, End of Year, and End of next Year. A note at the bottom says '(You paid 449.78 USD on your last order)'. At the bottom of the page are 'Missing Information' and 'Cancel' buttons.

- 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: *CRM Systems Ltd.*

Currency: USD <small>(i)</small>	<small>(edit)</small>
30-day Costs <small>0.00 USD</small>	<small>(edit)</small>
Pay by: Bank Transfer / Giro	<small>(edit)</small>
Invoice to <small>CRM Systems Ltd - Amsterdam - New Customer</small>	<small>(edit)</small>
By Email to: (empty)	<small>(edit)</small>
Your Reference: (empty)	<small>(edit)</small>

Set Payment

USD

Calculation Helpers:

Half Year **Full Year**

End of Year **End of next Year**

(You paid 0.00 USD USD on your last order)

Profile Summary:

New Balance: 0.00 USD (before: 0.00 USD)

New 30-Day-Costs: 0.00 JSD (before: 0.00 JSD)

New Expiration Date: Never (before: Never)

Payment Summary:

Payment set: 0.00 USD

Total: 0.00 USD

Pay

Cancel

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