

1. Go to <https://report.ezipin.com/> to login. This will bring you to the login page. Please enter the login ID and password provided to you by e-mail.



The screenshot shows the login page for payment source.ca. At the top left is the logo. Below it, there are two input fields labeled 'Login' and 'Password'. To the right of the 'Password' field are two buttons: 'System Login' and 'Clear'. At the bottom left, there is a small icon and copyright text: 'Copyright © 2010 Total Tel International. All rights reserved. | CAS Version: 3.15.47.16 [E19_115]'.

2. From the menu on the left hand side you may choose the option that you want.



The screenshot shows the menu on the left hand side of the payment source.ca interface. At the top is the logo. Below it, there is a section titled 'EVDS Reports' which contains a list of report options: 'Invoice Transaction Report', 'Invoices', 'Merchant Commission Report', 'Remittance Summary Report', 'Remittance Transaction Report', 'Transaction Summary', and 'Transaction Report'. At the bottom of the menu, there is a 'Logout' button with a small icon to its left. Below the menu, there is text indicating the user's login information: 'Login: Operator: Canada'.

3. To generate your invoices follow these steps:

- click “Invoices”

The screenshot shows the 'Invoices' page in the Payment Source system. The left sidebar contains a list of reports: BVDS Reports, Invoice Transaction Report, Invoices, Merchant Commission Report, Remittance Summary Report, Remittance Transaction Report, Transaction Summary, and Transaction Report. The main content area is titled 'Invoices' and features a form with the following fields: Start Date (04/05/2010 00:00:00), End Date (04/05/2010 23:59:59), Mailer Distribution (dropdown), Terminal Location (dropdown), Include Sub-Location? (checkbox), Invoice Number (text), Period (dropdown), Email (optional) (checkbox), Email Address (text), Email CC Address (text), Email Subject (text), and Email Body (text area). A 'Submit' button is located at the bottom right of the form. The top right corner of the page displays the 'ADVANTmi' logo.

- Select a date range which includes the Sunday invoice date.
 - A longer date range will give access to all of your invoices in that period.
- You do not need to select any other data from the drop-down menus unless you have specialized billing (this can be discussed with the Payment Source finance department).
- Click on the “Submit” button
- Your invoices will now be listed by number with the period of invoicing and a summary of the charges.
- Select the invoice you wish to view.
 - For customers who pay for more than one location, you can see a summary of these charges, by store, by clicking on the invoice number under the “Detailed Billing” column.