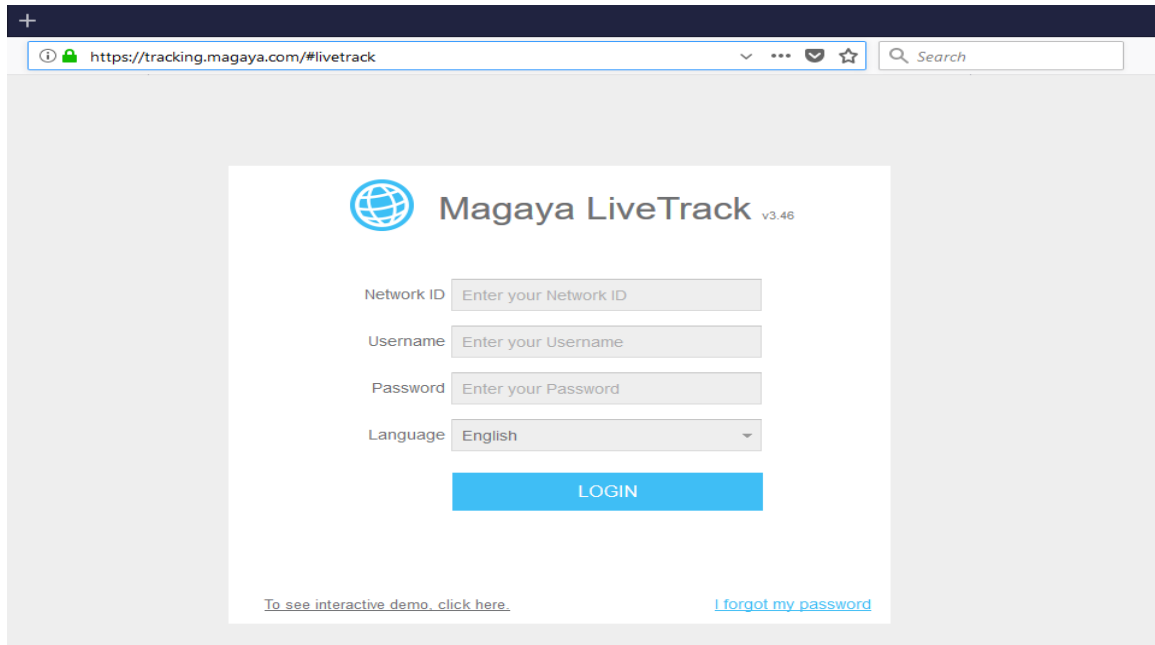


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## HOW TO MAKE ONLINE PAYMENTS USING MAGAYA LIVE TRACK

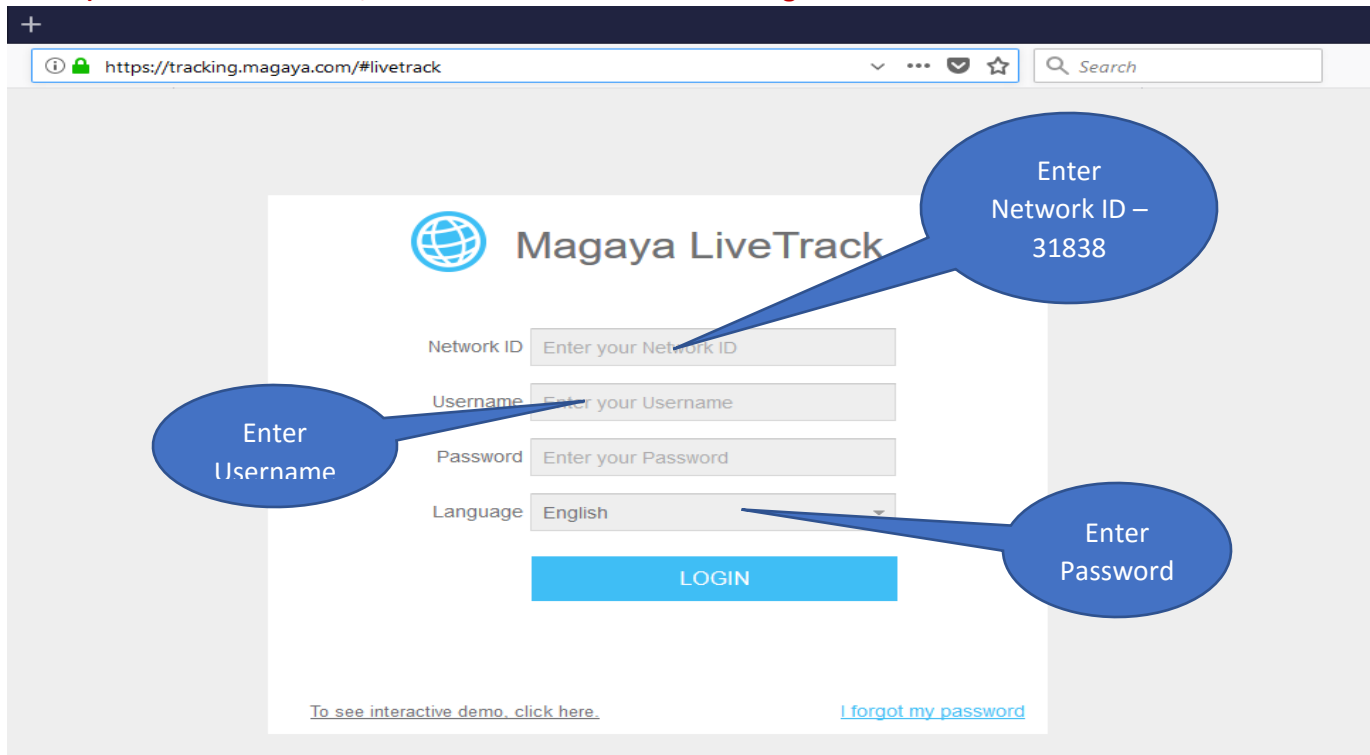
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**STEP 1) Go to Magaya Live Track Portal.** <https://tracking.magaya.com/#livetrack>



A screenshot of a web browser displaying the Magaya LiveTrack login page. The browser's address bar shows the URL <https://tracking.magaya.com/#livetrack>. The page features the Magaya LiveTrack logo (a globe icon) and the text "Magaya LiveTrack v3.46". Below the logo are four input fields: "Network ID" with the placeholder "Enter your Network ID", "Username" with "Enter your Username", "Password" with "Enter your Password", and "Language" with a dropdown menu set to "English". A blue "LOGIN" button is positioned below these fields. At the bottom of the form area, there are two links: "To see interactive demo, click here." and "I forgot my password".

**STEP 2) Enter the Network ID, Username and Password. Click Login**



A screenshot of the same Magaya LiveTrack login page as in Step 1, but with three blue callout bubbles pointing to the input fields. The "Network ID" field is pointed to by a bubble containing the text "Enter Network ID – 31838". The "Username" field is pointed to by a bubble containing "Enter Username". The "Password" field is pointed to by a bubble containing "Enter Password". The rest of the page, including the "LOGIN" button and footer links, remains the same as in the previous screenshot.

**STEP 3) Once logged in successfully, click on the Invoices Tab on the Left Menu. This will illustrate your invoices.**

Fast Flow Inc

Home Invoices

Dates: Last month to date From: 12/01/2017 To: 01/10/2018 Standard View

Number	To	Transaction Date	Due Date	Account Name	Status	Type	Total	Amount Paid	Pay Online
WR36138ARU	Cargo Consolidators Ag...	12/12/2017	01/11/2018	Accounts Rec...	Open	Invoice	612.64	0	Pay Now
WR35884CUR	Cargo Consolidators Ag...	12/12/2017	01/11/2018	Accounts Rec...	Open	Invoice	880.20	0	Pay Now
MC2017213	Cargo Consolidators Ag...	12/28/2017	01/27/2018	Accounts Rec...	Open	Invoice	3360.04	0	Pay Now
MC2017211	Cargo Consolidators Ag...	12/19/2017	01/18/2018	Accounts Rec...	Paid	Invoice	615.20	615.20	Paid
MC2017210	Cargo Consolidators Ag...	12/19/2017	01/18/2018	Accounts Rec...	Open	Invoice	5723.86	0	Pay Now
MC2017209	Cargo Consolidators Ag...	12/18/2017	01/17/2018	Accounts Rec...	Paid	Invoice	1087.40	1087.40	Paid
MC2017208	Cargo Consolidators Ag...	12/20/2017	01/19/2018	Accounts Rec...	Open	Invoice	1116.88	0	Pay Now
MC2017207	Cargo Consolidators Ag...	12/21/2017	01/20/2018	Accounts Rec...	Open	Invoice	7763.92	0	Pay Now
MC2017206	Cargo Consolidators Ag...	12/12/2017	01/11/2018	Accounts Rec...	Paid	Invoice	1306.40	1306.40	Paid
MC2017194	Cargo Consolidators Ag...	12/13/2017	01/12/2018	Accounts Rec...	Open	Invoice	453.00	0	Pay Now
AC2017204	Cargo Consolidators Ag...	12/29/2017	01/28/2018	Accounts Rec...	Open	Invoice	363.96	0	Pay Now
AC2017203	Cargo Consolidators Ag...	12/28/2017	01/27/2018	Accounts Rec...	Open	Invoice	1306.61	0	Pay Now
AC2017202	Cargo Consolidators Ag...	12/22/2017	01/21/2018	Accounts Rec...	Open	Invoice	2403.47	0	Pay Now
AC2017201	Cargo Consolidators Ag...	12/20/2017	01/19/2018	Accounts Rec...	Open	Invoice	393.08	0	Pay Now
AC2017200	Cargo Consolidators Ag...	12/20/2017	01/19/2018	Accounts Rec...	Open	Invoice	1204.46	0	Pay Now

View: 30 View More... Displaying 1 - 30

**Step 4) The column "Pay Online" will show which transactions are available to pay online. The invoice must be in U.S. dollars, have an amount greater than zero, and have a status of "Open."**

Invoice Status.  
Must be Open

Click Pay Online

Dates: Last month to date From: 12/01/2017 To: 01/12/2018 Standard View

Status	Number	To	Transaction Date	Employee	Account Name	Type	Total	Amount Paid	Pay Online
Open	MC2018006	Cargo Consolid...	01/11/2018	Rose Fadul	Accounts Rec...	Invoice	4654.29	0	Pay Now
Open	MC2018005	Cargo Consolid...	01/11/2018	Rose Fadul	Accounts Rec...	Invoice	694.91	0	Pay Now
Open	MC2018004	Cargo Consolid...	01/11/2018	Rose Fadul	Accounts Rec...	Invoice	7130.67	0	Pay Now
Open	MC2018003	Cargo Consolid...	01/11/2018	Rose Fadul	Accounts Rec...	Invoice	501.40	0	Pay Now
Open	MC2018002	Cargo Consolid...	01/11/2018	Rose Fadul	Accounts Rec...	Invoice	896.80	0	Pay Now
Open	MC2018001	Cargo Consolid...	01/11/2018	Rose Fadul	Accounts Rec...	Invoice	795.40	0	Pay Now
Open	MC2017214	Cargo Consolid...	01/11/2018	Rose Fadul	Accounts Rec...	Invoice	1360.20	0	Pay Now

**Step 5) After clicking on Pay Now the below Window will appear. You will need enter your Credit Card Info. If you use an international credit card, for the fields for State enter "N/A" or "TT" and Postal Code "00000". To save this credit card, check the box Save this card for future use. It will be available (Under Select Existing Cards) to use the next time, without having to enter all the same information again.**

Pay Now

Total: USD \$225.00

Select Existing Cards:

All fields (\*) are required

Address Line 1\*:  Address Line 2\*:

City\*:  State / Region\*:

Zip Code\*:  Country\*:

Name on Card\*:  Card Number\*:

Expiration Date\* (MMYY):  CVV\*:

Save this card for future use:

Pay Now Cancel

Click Pay Now After Entering your credit card details

**Step 6) Once the payment is successful, a window will appear your receipt confirmation. You can print or save this as proof of Payment.**

### Thank you for your payment

This is your confirmation number. You will see the transaction on your credit card statement. If you have any questions, please contact your logistics provider.

**Invoice Number:** 4016

**Payment Type:** Credit Card

**Account Type:** Visa

**Account Number:**xxxxxxxxxx0204

**Confirmation Number:** 264152

**Estimated Settled Date:** 01-12-2018

**Status:** Authorized

**Amount:** \$55.0

**For further info or assistance please contact [IT@cargotrinidad.com](mailto:IT@cargotrinidad.com)**