

Walton Press, Inc. Payment Portal Instructions

Purpose: *The Walton Press payment portal offers a centralized location to make payments securely online. This portal aims to simplify your accounting process and provide you with a transparent and efficient payment experience.*

- Access the Payment Portal by clicking on the link below:

[Walton Press Payment Portal](#)

- Once you click on the link this screen will appear:

The screenshot shows the Walton Press Payment Portal login interface. At the top left is the Walton Press logo. Below it are two tabs: 'LOGIN' and 'PAY NOW', with 'PAY NOW' being the active tab. On the top right, it says 'Welcome to the Walton Press Payment Portal!'. Below the tabs, there is a red asterisk and the text '* Required Fields'. There are two input fields: the first is labeled '* Main Account Number' and the second is labeled '* Confirm Main Account Number'. Below these fields is a green 'Pay Now' button. At the bottom left, there is a section titled 'SURCHARGE FEE' with the text: 'When paying with a credit card please be aware that there will be a 3% fee attached. All ACH payments will not have a fee attached to the final payment.' At the bottom right, there is a section titled 'NEED HELP?' with the text: 'If you have any questions about making a payment through the portal please contact us at 770-266-3832 ext. 230'. At the very bottom left, there is a link that says 'Contact Us'.

- To get started, you will need your **Main Account Number** which you will find on your invoice under Customer Information:

Customer Information

Invoice Number:

Invoice Date:

Account

Main Account

Salesperson:

Account Manager:

Once you enter your Main Account Number and confirm your Main Account Number, this screen will appear:

The screenshot shows a web application interface for entering customer information. At the top left is the logo and a "Home" link. A "Required Fields" indicator is present. The main form is titled "Home" and contains several sections:

- Customer Name / Company Name:** A text input field.
- Phone:** A text input field with a "Mobile" dropdown menu.
- Email:** A text input field.
- Country:** A dropdown menu with "United States" selected.
- City:** A text input field with "(optional)" placeholder.
- Address:** A text input field with "(optional)" placeholder.
- State:** A dropdown menu with "Select State" placeholder.
- Address2:** A text input field with "(optional)" placeholder.
- ZIP Code:** A text input field with "(optional)" placeholder.
- Payment Amount:** A text input field with a "\$" symbol.
- Paying Single or Multiple Accounts:** A dropdown menu with "Select Option" placeholder and a pencil icon.
- Payment Method:** A dropdown menu with an "Enter" button.
- Pay Date:** A text input field with "5/5/2025" and a calendar icon.

At the bottom right, there is a "MESSAGES" section with a "View" button and a message: "Please contact us at 770-267-2596 ext. 230 for questions or concerns." A green "Continue to Payment" button is located at the bottom center.

- You will enter your **Customer/Company** information.
- You will then enter the **Total Amount** that you are paying.
- Next, you will **Click** on the drop down to select either **Single or Multiple Accounts** and then **Click** on the **Pencil**. Once you **Click** on the **Pencil** and this screen will appear:

Home

MESSAGES
Please contact us at 770-267-2596 questions or concerns.

* Customer Name / Company Name

* Phone
 Mobile ▾

* Email

Country
 United States ▾

City
 (optional)

Address
 (optional)

State
 Select State ▾

Address2
 (optional)

ZIP Code
 (optional)

PLEASE LIST EACH ACCOUNT NUMBER; INVOICE NUMBER; INVOICE PAYMENT AMOUNT.

Enter ▾

Cancel OK

Pay Date
 5/5/2025

Continue to Payment

- You will List each Account Number, Invoice Number, and Invoice Payment Amount and Click OK.
- You will then Click on the + to Choose the Payment Method.



Required Fields

Home

MESSAGES
Please contact us at 770-267-2596 ext. 2 questions or concerns.

* Customer Name / Company Name

* Phone
 Mobile ▾

* Email

Country
 United States ▾

City
 (optional)

Address
 (optional)

State
 Select State ▾

Address2
 (optional)

ZIP Code
 (optional)

* Payment Amount
 \$

Paying Single or Multiple Accounts
 Select Option ▾

* Payment Method
 +

* Pay Date
 5/5/2025

Continue to Payment

This screen will appear:

Enter a Payment Method ×

Choose your preferred payment method to pay your bills.

* Required Fields

 BANK ACCOUNT 

 CREDIT CARD 

- You will click on the arrow by the method that you choose, Bank Account or Credit Card.
- If you Click on the arrow by Bank Account, this screen will appear and you will Enter your Bank Account Information.

Enter a Payment Method



Choose your preferred payment method to pay your bills.

* Required Fields

 **BANK ACCOUNT** 

* Account Type

* Banking Type

* Name on the Account

* Routing Number

* Account #

* Re-enter Account #

Pay to the Order of _____

⑆ 123456789 ⑆ 000123456 ⑆ 1111

Routing Number Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

By selecting "Agree and Enter Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

* Agree and Enter Account

- If you Click on the arrow for Credit Card, this screen will appear and you will enter your Credit Card Information.

Enter a Payment Method



Choose your preferred payment method to pay your bills.

* Required Fields

 BANK ACCOUNT 

 CREDIT CARD 

* Full Name on Card <input type="text"/>	* Country United States 	* City <input type="text"/>
* Card Number <input type="text"/>    	* Address <input type="text"/>	* State Select State 
* Expiration Date MM/YY <input type="text"/>	* Security Code (3 or 4 digits) <input type="text"/>	* ZIP Code <input type="text"/>
* Address2 (optional) <input type="text"/>		

By selecting "Agree and Enter Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

* Agree and Enter Account

Enter Account

- You will then choose a date for the payment. You can schedule a payment for a future date.

- You will then Click on Continue to Payment and this screen will appear:

You will verify the Payment and if you agree, You will Click on the Check Box agreeing to the Terms and Conditions. You will then Click on Make Payment.

- This screen will then appear:

Confirmation

Thank You! Your payment has been made.

[Print Confirmation Page](#)

mvh

3755 Peachtree Rd Ne
Apartment 506
ATLANTA, GA 30319

Payments confirmed before Tuesday, May 06, 2025 7:00 PM EST will be posted on Tuesday, May 06, 2025.
Payments confirmed after Tuesday, May 06, 2025 7:00 PM EST will be posted on Wednesday, May 07, 2025.

If you have any further questions about payments to Walton Press, Inc, please contact our office at 770-267-2596 .

Account Number	Confirmation #	Payment Amount	Number of Invoices
795005	300174307	\$5.00	1

Payment Date 5/6/2025

Payment Method BANK OF AMERICA, N.A.
*****2177

Total Payment \$5.00

[Enroll With Your Current Information](#)

[Return to Home](#) [Log Out](#)

- You can then **Click on Enroll With Your Current Information.** If you choose this option, the system will save your payment information for the next time that you come to the Payment Portal and **allow you to save a password.**
- You will receive a confirmation email on your payment.