

# Easy Online Sign Up Guide

Signing up for Invoice Central is simple. Follow these quick instructions, and you'll be better managing your invoices in minutes.



1) Log on to [www.invoicecentral.com](http://www.invoicecentral.com) and click on the yellow "Sign Up" button on the upper right-hand side of the page.

2) Complete the registration form, and click on "Sign Up" to proceed.

**Create Your Invoice Central Account**

\*All fields are required unless otherwise indicated

**Basic Information**

First Name  Last Name

Company Name  Industry

3) Next, you'll be prompted to Retrieve Invoice history. **You MUST select "Retrieve Invoice History"**. This feature is only available at time of sign up.

**Retrieve Invoice History** [X]

Do you want to load and view up to 12 months of historical bills?

Please note that payment history on these historical bills may not be reflected immediately on your Invoice Central account.

4) Input your account and invoice information. If you do not have an invoice handy, click on "Verify your account." Enter your enrollment code and account number, and click "add." You will then have the option to download your last three months of invoice history. Once completed, you'll be able to start paying your invoices immediately!

**Payment Methods:**

Bank Account

**Mailing Address:**

1818 Aston Avenue Carlsbad, CA, 92008

**Customer Service:**

Please see bill for contact information

**Enter your Account Number with a recent invoice combination to verify the account.**

Display Name (optional)

Account Number

Invoice Number

Invoice Amount

Don't have a recent invoice? [Verify your account](#)

Visit [www.invoicecentral.com](http://www.invoicecentral.com) today to sign up!

