



NEW CUSTOMER IMPLEMENTATION (AKA, HOW IT WORKS.)

1. Identify each customer location, carrier, account number, and service type
2. Obtain copies of most recent bills in order to establish reporting cycle
3. Determine Bill Pay Account Funding (Prepay vs. Real-time ACH)
4. Establish customer inventory and location budgets with Simplicity Portal
5. Establish customer cost centers, reporting items, import templates, etc. within Simplicity
6. Once customer letter of approval has been received, begin address changes on all carrier bills to Juvo Technologies' Hattiesburg office
7. Begin process of switching paper bills to EDI feeds, where possible
8. As bills are received into the Juvo Technologies office, they are input line by line into Simplicity and audited against the contract rates as well as location budget
9. Bills are paid in accordance with due date
10. Following each monthly cycle, cost center and variance reports are generated and Bill Pay Funds are replenished

LOG INTO  **simplicity** @ WWW.SIMPLICITYPORTAL.COM

[ju vo \ju vō\ verb [Latin]: to help, aid, assist]

juvotec.com
(P) 888-300-1853
(F) 601-544-3886

