



GEDWorks™: iPay Account Setup and Invoicing Instructions

Table of Contents

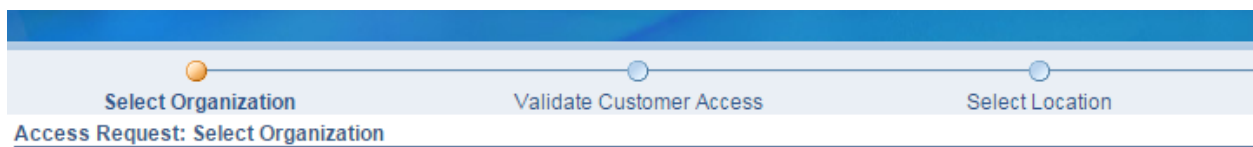
Initial Account Setup	3-4
Invoice Billing and Payment Process	5-8

Initial Account Setup

1. Use the link to login to your account. You will be required to create a username and password the first time you login.

https://ipay.pearson.com/OA_HTML/SelfRegistration.jsp

2. Follow the online instructions and enter your Customer Number and email address. Click next when finished.
 - The customer number is provided in your initial account setup email and is also located in the top-right corner of invoices.



Access Request: Select Organization

Please enter the details of the customer that you would like to request access to

* Indicates required field

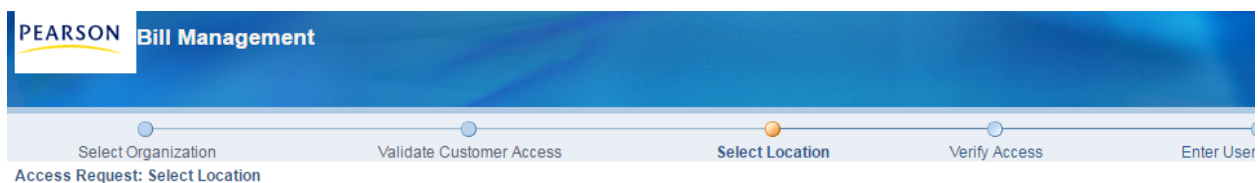
Identify Using Enter customer number here

* Value

* Email Address
(Example: first.last@domain.com)

* Re-enter Email Address

3. Next, select the radial dial corresponding to your location.



Access Request: Select Location

☐ Select All Locations

Select	Organization	Customer Name	Customer Number	Address
<input checked="" type="radio"/>	OU_15_NCS	TACO BELL	1248908	123 Taco Bell Dive. Bloomington. MN. 55437

4. Enter your username information and create a password for your account.

PEARSON Bill Management

Select Organization Validate Customer Access Select Location Verify Access **Enter User Information**

Access Request: Enter User Information

Email Address: TBGED@gmail.com
(Example: first.last@domain.com)

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Phone Number:
Country Code Area Code Number Extension

☐ Receive special offers, promotions, and updates by email

* Password:

* Confirm Password:

Contact Us

5. Confirm your user information is correct on the next screen, then click submit.
6. Your initial setup is complete, log into <https://ipay.pearson.com> for all future payments.

PEARSON

For password related issues please use login assistance. Click [here](#) for password reset

Enterprise System Login

*User Name:
(example: michael.james.smth)

*Password:
(example: 4q99v23)

[Login Assistance](#)

Store.Pearson.Com IPay.Pearson.Com Oracle eBusiness Suite

Invoice Billing and Payment Process

1. Once initial setup is complete, log into <https://ipay.pearson.com> for all future payments.

PEARSON

For password related issues please use login assistance. Click [here](#) for password reset

Enterprise System Login

*User Name:

*Password:

[Login Assistance](#)

Store.Pearson.Com iPay.Pearson.Com Oracle eBusiness Suite

2. Type your username and password and click “Login”
3. Click on the eyeglasses icon under “Account Summary” on the right side of the page

PEARSON Bill Management

Navigator Favorites Logout Contact Us Home Logout Preferences

Customers

Search

Search By: Customers 1248908

☐ Show All Sites

Search By Customer Name/Number

☐ Show Search Instructions

Customer Name	Customer Number	Organization	Address	Address Type	Primary Contact	Contact Phone	Account Summary
TACO BELL	1248908	OU_US_NCS	123 Taco Bell Drive. Bloomington. MN. 55437	Bill To, Deliver To, Ship To			
TACO BELL	1248908	All Organizations	All Locations				

TIP You can view an account only if the Address is 'All Locations' or the Address Type includes 'Bill To'.

Logout Contact Us Home Logout Preferences

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4. Select “USD” from the Currency dropdown (system defaults to CAD) and click ‘GO’. This screen will give you a summary of your open invoices.

PEARSON Bill Management

Navigator Favorites Logout Transa

Summary Detail Account Requests

Account Summary

Currency: CAD

Your Account Balance: CAD 00

Overdue Receivables: 0.00

Total Open Receivables: 0.00

Open Payments: 0.00

Unapplied Credit Memos: 0.00

Account Balance: 0.00

Pending Credit Requests: 0.00

Remaining Guarantee: 0.00

Related Information

FAQs

- Check [Frequently Asked Questions](#)
- Check [Privacy Policy](#)

Credit and Collections

- Check [Resource List](#)

5. Click on the “Account” tab to see a listing of any open invoices or credit memos.

PEARSON Bill Management

Summary **Detail** **Account** Requests

Account Summary

Currency: USD

Your Account Balance: **USD 162.50**

Overdue Receivables: 0.00 [Show Aging](#)

Total Open Receivables: 162.50

Open Payments: 0.00

Unapplied Credit Memos: 0.00

Account Balance: 162.50

Pending Credit Requests: 0.00

Remaining Guarantee: 0.00

[+ Statement Download](#)

6. From the "Status" dropdown, select "Open/pending". Click "Go" to see open invoices and credit memos. A negative invoice amount is a credit memo.

PEARSON Bill Management

Summary **Detail** **Account** Requests

My Account [Paying Account](#)

Account Details

Account Balance: 162.50

Search

Status: Open/pending Currency: USD

Transaction: Any Status Closed

Transaction Type: All Receivables

Total Original Amount: 162.50 Total Remaining Amount: 162.50

Select	Organization	Transaction	Type	Status	Date	Due Date	Purchase Order	Sales Order	Original Amount	Remaining Amount
<input type="checkbox"/>	OU_US_NCS	80022901	Invoice	Open	13-Jul-2016	12-Aug-2016			200.00	200.00
<input type="checkbox"/>	OU_US_NCS	80022900	Invoice	Open	13-Jul-2016	12-Aug-2016			(37.50)	(37.50)

7. Click on the transaction # to open the invoice details.

PEARSON Bill Management

Summary **Detail** **Account** Requests

My Account [Paying Account](#)

Account Details

Account Balance: 162.50

Search

Status: Open/pending Currency: USD

Transaction:

Transaction Type: All Receivables

Total Transactions: 2 Total Original Amount: 162.50 Total Remaining Amount: 162.50

[Pay](#) [Add to Transaction List](#) [Apply Credits](#)

Select	Organization	Transaction	Type	Status	Transaction Date	Due Date	Purchase Order	Sales Order	Original Amount	Remaining Amount
<input type="checkbox"/>	OU_US_NCS	80022900	Invoice	Open	13-Jul-2016	12-Aug-2016			(37.50)	
<input type="checkbox"/>	OU_US_NCS	80022901	Invoice	Open	13-Jul-2016	12-Aug-2016			200.00	

8. Below are examples of the invoice details. Click “Display Invoice” at the top to open a pdf file of your open invoice.
9. Click the back arrow on your internet browser or click back on the “Account” tab.

Invoice Information

Bill To: Taco Bell
13036 COLLECTION CENTER DRIVE
CHICAGO, IL 60693

Ship To: Taco Bell
123 TB Drive

Remit To: NCS PEARSON, INC.
13036 COLLECTION CENTER DRIVE
CHICAGO, IL 60693

Invoice: 80022901
Billing Date: 13-Jul-2016
Shipping Date:

Terms: NET 30
Due Date: 12-Aug-2016
Salesperson:
Customer Contact: ALFRED POE
Contact Phone:
Contact Fax:

Item Num	Description	Quantity Shipped	Tax	Unit Price	Extended Amount
1	GEDWORKS APPROVED EMPLOYEES-1ST SUBJECT IN PROGRAM	1	No	10.00	10.00
2	GEDWORKS ENROLLED EMPLOYEES-1ST SUBJECT IN PROGRAM	1	No	90.00	90.00
3	GEDWORKS ENROLLED EMPLOYEES 2ND THROUGH 4TH SUBJECT IN PROGRAM	1	No	100.00	100.00

Tax Summary

Tax Code	Tax Rate(%)	Inclusive Tax	Tax Precedence	Tax Extended Amount
CITY	0	No		0.00
COUNTY	0	No		0.00
STATE	7	No		0.00

SubTotal: 200.00
Tax: 0.00
Shipping: 0.00
Total: 200.00

10. Click “Select all”, this will include any open invoices and apply any and all credit memos against those invoices.
11. Click “Pay”

PEARSON Bill Management

Summary | **Detail** | **Account** | **Requests**

My Account | **Paying Account**

Account Details
Account Balance: 162.50

Search

Status: Open/pending
Currency: USD
Transaction Type: All Receivables

Total Transactions: 2
Total Original Amount: 162.50
Total Remaining Amount: 162.50

Select Transactions: **Pay** | Add to Transaction List | Print | Apply Credits

Select Organization	Transaction	Type	Status	Date	Due Date	Purchase Order	Sales Order	Original Amount	Remaining Amount
<input checked="" type="checkbox"/> OU_US_NCS	80022901	Invoice	Open	13-Jul-2016	12-Aug-2016			200.00	20.00
<input checked="" type="checkbox"/> OU_US_NCS	80022900	Invoice	Open	13-Jul-2016	12-Aug-2016			(37.50)	(3.50)

Recalculate | Selected Transactions | Template: All Transactions Header | Export | Download XML file

12. Select new credit card and enter your credit card info. In the future, your credit card will be saved for future payments except for the security code which will be required for each invoice payment. Click “apply” at the bottom-right to pay.

* Indicates required field

Select Payment Method

Payment Method New Credit Card ▾

Select Credit Card Type

* Card Brand American Express ▾

New Credit Card


* Card Holder Name

* Credit Card Number


Expiration Date XX ▾ 2016 ▾

☒ Save credit card for later use

* Card Security Code

 **TIP** Enter the small 4-digit code on the front of the card.

Billing Address

* Country United States ▾ 

* Address1

Address2

Address3

Address4

City

County

State

Postal Code

Installment Summary