

# Independent Recycling Services INC. IS GOING ONLINE

- ▶ View or print invoices
- ▶ Pay your account balance
- ▶ Schedule payments
- ▶ Update or change your billing information



## Access your Account Online by following these steps:

### STEP 1: YOU WILL NEED A COPY OF YOUR INVOICE AND YOUR EMAIL ADDRESS

- Locate your 4 digit **Customer Number** from the top right hand corner of your invoice; you'll need this later
- Locate your 6 digit **Invoice Number** from the top right hand corner of your invoice; you'll need this later

### STEP 2: SIGN UP FOR ACCESS

- Once you've located your **Account Number** and **Invoice Number**, go to [www.312Recycle.com](http://www.312Recycle.com) to get started.
- Once you're at [www.312Recycle.com](http://www.312Recycle.com), click on the **Pay Now** button on the top right of the web page.
- At the Customer Portal, click **I'm new. I need to Create an Account**
- Then enter the following information:
  - Email Address
  - Password
  - Reminder Question/Answer
  - Customer Account Number
    - If you have multiple locations billed separately, simply enter the 4 digit Account Number with a period and the site number ( ex.: 1234.3)
  - Enter the company code of C1 immediately followed by the last six digits your Invoice number
  - Invoice amount (NOT the amount due)

INVOICE	
INVOICE NO.	0000222222
PAGE	1
DATE	Nov-30-17
CUSTOMER NO.	1234
SITE NO.	0
REFERENCE NO.	35631

REFERENCE	QTY.	AMOUNT
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#### I'm New. I need to Create an Account

Enter your email address and create a password below to register. Please fill in the Validation Information to register your account. ?

Email:	<input type="text" value="customer@recyclingit.com"/>
Confirm Email:	<input type="text" value="customer@recyclingit.com"/>
Password:	<input type="password" value="...."/>
Confirm Password:	<input type="password" value="...."/>
Reminder Question:	<input type="text" value="What city were you born in?"/>
Answer:	<input type="text" value="CHICAGO"/>
Account No.:	<input type="text" value="1234"/>
Invoice No.:	<input type="text" value="C1222222"/>
Invoice Total:	<input type="text" value="35.52"/>
<input type="button" value="Register"/>	

Clicking the Register button will register the account and generate a confirmation email

### QUESTIONS?

If you have any questions about our New Customer Portal, or need assistance in registering, feel free to give us a call. We have a dedicated phone number **312-254-4250** available Monday-Friday 7:00 – 5:00pm. Or send us an email to [IRSPayNow@recyclingit.com](mailto:IRSPayNow@recyclingit.com).