

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 to get started.
- Once you're at 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)

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

REFERENCE	QTY.	AMOUNT
0000222222	1	
Nov-30-17		
1234		
0		
35631		

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: customer@recyclingit.com

Confirm Email: customer@recyclingit.com

Password: ●●●●

Confirm Password: ●●●●

Reminder Question: What city were you born in? [v]

Answer: CHICAGO

Account No.: 1234

Invoice No.: C1222222

Invoice Total: 35.52 x

Register

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.