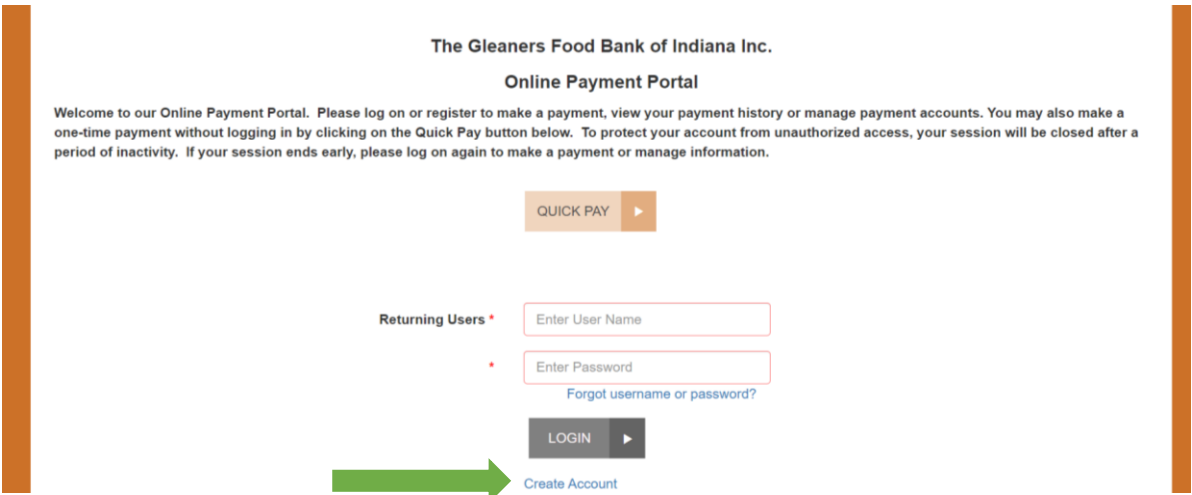


1. Navigate to: <https://smartpay.profitstars.com/express/Gleaners%20Food> and click "Create Account"



2. Complete required information:

### User Registration

**Business Account?**

**Username \***  
someone@example.com

**Confirm Username \***  
someone@example.com

**First Name \***  
[Empty field]

**Last Name \***  
[Empty field]

**Secret Question \***  
[Empty field]

**Secret Answer \***  
[Empty field]

**Confirm Secret Answer \***  
[Empty field]

**Address \***  
Address is required

**Suite/APT#**  
[Empty field]

**City \***  
City is required

**State/Region \***  
-- Select --

**Postal Code \***

PAYMENT MUST COME FROM 501c3 ORGANIZATION, SO BE SURE TO CHECK BOX FOR BUSINESS ACCOUNT

Required

**Country \***  
USA ▼

**Phone \***

I'm not a robot reCAPTCHA  
Privacy - Terms

CANCEL REGISTER ▶

Click checkbox to indicate that you're not a robot, then click REGISTER

3. Once you've clicked REGISTER, you will see a page that looks like this:

### User Registration Confirmation

Thank you for registering. You will receive an email confirmation shortly containing your login information.

[GO TO LOGIN PAGE](#)

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4. Navigate to your email to confirm your login. The email will look like this:

□ ☆ > EPSCustomerSupport
Gleaners Food Bank of Indiana Inc Account Registration - Your registered user acco...
3:57 PM

5. Click the link in your email. This will take you to a page where you will need to confirm your identity by answering the security question that you typed in the User Registration section:

**Security Challenge**

---

Answer the security question below to reset your password.

Question  
cat's name

Enter Answer

**Submit Answer**

Click "Submit Answer" when you have finished typing

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6. Create your password. Password must have uppercase AND lowercase letters, as well as numbers.

### Update Password

---

Please enter and confirm a new password.

New Password

Confirm Password

**Update Password**

7. This will then instruct you to close that window and navigate back to the login page.

### Password Update Complete

---

Your password has been updated. Close this browser tab and return to the login page.

8. Enter the username and password that you have created. Your username is your email address.

### Online Payment Portal

Welcome to our Online Payment Portal. Please log on or register to make a payment, view your payment history or manage payment accounts. You may also make a one-time payment without logging in by clicking on the Quick Pay button below. To protect your account from unauthorized access, your session will be closed after a period of inactivity. If your session ends early, please log on again to make a payment or manage information.

QUICK PAY ▶

**Returning Users \***

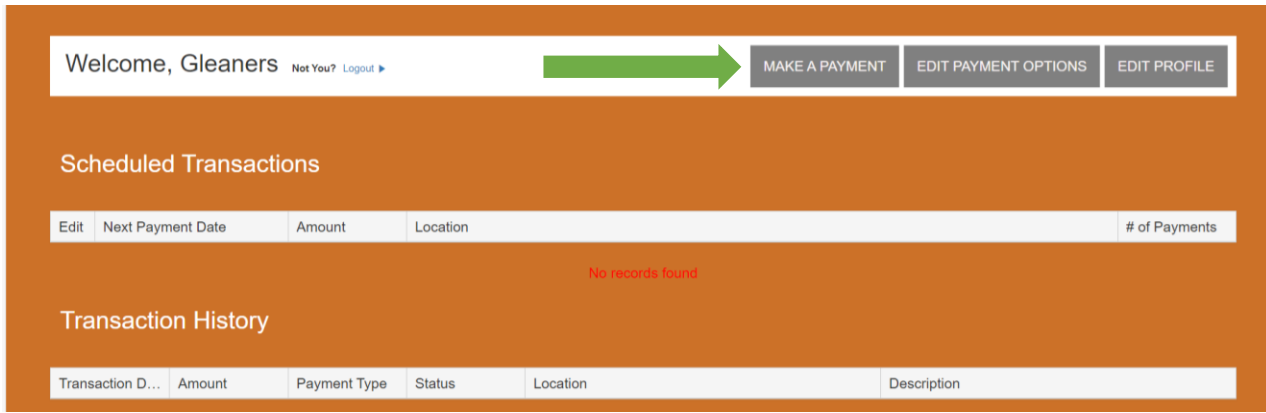
  
  
[Forgot username or password?](#)

**Username is your email address**

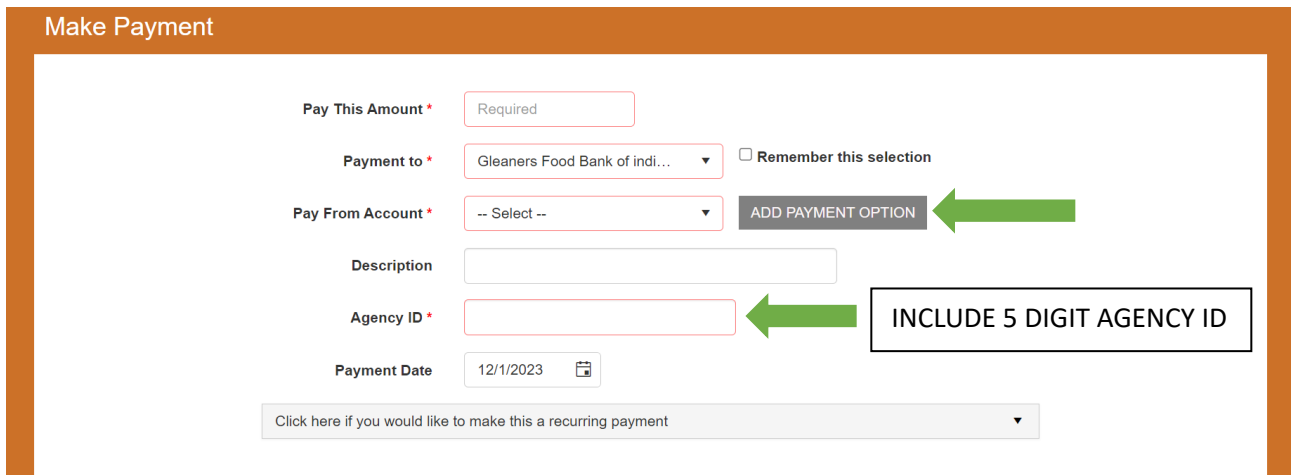
LOGIN ▶

[Create Account](#)

9. This is the screen you will see upon logging in. Click MAKE A PAYMENT to pay an invoice.



10. The first time you make a payment on this platform, you will need to first click ADD PAYMENT OPTION. You must include your 5-digit agency ID. If you do not include your ID, we will not be able to apply the payment to your account.



11. Please note that account must be the 501c3 business account. Click ADD PAYMENT when you have finished inputting your account information. You will only have to add this once—after this, you will just select the account from the dropdown on the "Make Payment" screen.

