

REGISTER FOR ONLINE BILL PAY | What you will need to sign-up:

- Last four digits of account holder's Social Security Number
- Valid Email address
- Valid cell phone number
- Account number

You may locate your account number on your welcome e-mail or a recent payment receipt. For assistance locating your account number please email billing@royalfurniture.com or contact your purchase location

The screenshot shows the top of the Royal Furniture website with the logo and navigation menu. Below the header, it says "Welcome to the Royal Furniture Online Bill Payment Portal." and provides instructions on how to pay bills. There are two radio button options: "Would you like to view your bill online?" (selected) and "Take me to the sign-in screen, I already have an account." A "Continue" button is at the bottom.

REGISTRATION INSTRUCTIONS

Go to payments.royalfurniture.com

- Click in the circle next to **Register now for online billing**

If you have already registered, select *Take me to sign-in screen* instead.

- Click **Continue**

The Registration Page will be used to match your account number to your email address.

- Enter your account number

Your account number may be located on your welcome e-mail or a recent payment receipt.

For assistance locating your account number please email billing@royalfurniture.com or contact your purchase location

- Carefully read the Terms of Service then click the box next to **I agree to the Terms of Service**

- Complete the fields shown

- Select a user name and password. Be sure to record in a secure location for future reference

- Complete the remaining fields and click **Confirm Opt-In**

The screenshot shows the registration form with several input fields: "Enter your Royal Furniture account number", "Please read and agree to the Terms of Service below.", "TERMS AND CONDITIONS OF THE BILL PAYMENT SERVICE" (with a scrollable text area), "I agree to the Terms Of Service." (checkbox), "Enter your primary email:", "User ID: *" (with instructions), "Choose a password:", "Confirm password:", "Cell Phone:" (with instructions), and "Enter the last 4 digits of the primary account holder SSN:". A "Confirm Opt-In" button is at the bottom.