

## **Payment Instructions for Roof Top Recycling**

Welcome to the Roof Top Recycling payment portal. This guide will walk you through the process of making payments securely through our online system.

## **Step 1: Access the Payment Portal**

To access the payment portal, visit the following URL in your web browser: <a href="https://secure.cardknox.com/rooftoprecyclinginc">https://secure.cardknox.com/rooftoprecyclinginc</a>

## **Step 2: Making a Payment**

- 1. Enter your billing and contact information.
- Enter your payment details as prompted. In this box you may enter more than one invoice number by using commas, or pressing the enter key to make a new line.
- Under Transaction Details, enter the amount you wish to pay.

- Choose your payment method (credit card, debit card, or ACH).
- 5. Review the information to ensure accuracy. Please ensure the required field meter is at 100%
- 6. Click the "Process Payment" button to complete the transaction.

## **Step 3: Payment Confirmation**

- 1. After submitting, you will see a confirmation message on the screen.
- 2. You will also receive an email receipt for your payment.
- 3. Save or print the receipt for your records.



If you encounter any issues while making a payment, please contact us!