Heartland Online Payment Process

Online Credit Card or ACH payments can be submitted by growers in the Grower360 app. The credit card payments made through Grower360 are processed through Heartland Credit Card Processing. Additional **setup** is required in Agvance SKY and with Heartland.

1. On the *Overview* page, select **Explore** on the *Net Due* card.

2. From the *Breakdown* card, select an amount option:

   - **Pay Statement Balance** – Pay all invoices due by the date indicated.

     Note: The date here is set up in SKY Admin. See**here** for more information.

   - **Pay Off Balance** – Pay the full balance due on the account.

   - **Select Invoices** – Pay specific invoices.

   - **Enter Amount** – Enter a specific amount to be applied to the oldest invoices first. If the payment amount entered is not enough to cover the oldest invoice, the amount will be applied to unapplied cash.

Regular Balance	$3,259.05
Unapplied Credit	($1,250.00)
Net Due	$2,009.05
Scheduled Payments	$0.00

   Choose Amount:
   - ⦿ Pay Statement Balance — Statement balance $62.85 due by 07/31
   - ◯ Pay Off Balance — Pay full balance due $3,257.85
   - ◯ Select Invoices — Pay specific invoices
   - ◯ Enter Amount — Auto apply payments to invoices

   [Make Payment]

3. Select **Make Payment**.

   - If *Pay Off Balance* was selected, proceed to *Step 4* below.

   - If *Select Invoices* was selected, the *Select Invoices* screen displays all available unpaid invoices based on the date selected in the *Due on or Before* field. Choose the invoices to pay, review the number of invoices selected and total payment amount at the bottom of the screen, then select **Pay Selected Invoices**.

   - If *Enter Amount* was selected, the *Enter Payment Amount* window displays. enter an amount to pay towards the balance, then select **Next**.

4. Select the *Credit Card* option and enter credit card information on the *Payment Information* page. Or, select the *Bank Account* option to enter bank account information for ACH payments. Then, select **Review Payment**.

   Note:

   - Surcharge warnings display at the top of the page next to the*Credit Card* option. Surcharges are not applied to ACH payments.

○ Bank Account

◉ Credit or Debit Card

There is a 2.00% Surcharge added to all credit card transactions

- Payment information can be stored for future use by selecting the *Save my payment information* checkbox at the bottom of the page.

Card Information

Name on Card*:

Tommy Tester

Card Number*:

5555 5555 5555 5555

Card Expiration*:

11 / 2028

Card CVV*:

000

Billing Address

Address Line 1*:

123 Main Street

Address Line 2:
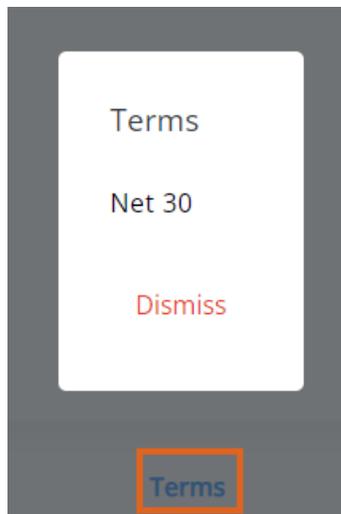
City*:

Shelbyville

State*:

IL

Zip Code*:

62565

* Required

☑ Save my payment information

- Payment terms can be viewed by selecting the **Terms** link at the bottom of the page.

Terms

Net 30

Dismiss

Terms

5. On the *Review Payment* page, review all payment details. If a surcharge has been added to the credit card transaction, select the *I acknowledge (%) surcharge* checkbox. Enter any additional comments in the *Comments on Payment* field to be added to the payment receipt. Payment terms can again be viewed by selecting the

Terms button at the bottom of the page. Select **Submit Payment**.

6. A *Payment Submitted* message appears at the bottom of the screen when the payment has been successfully saved. The newly saved payment displays on the *Payments* page.