

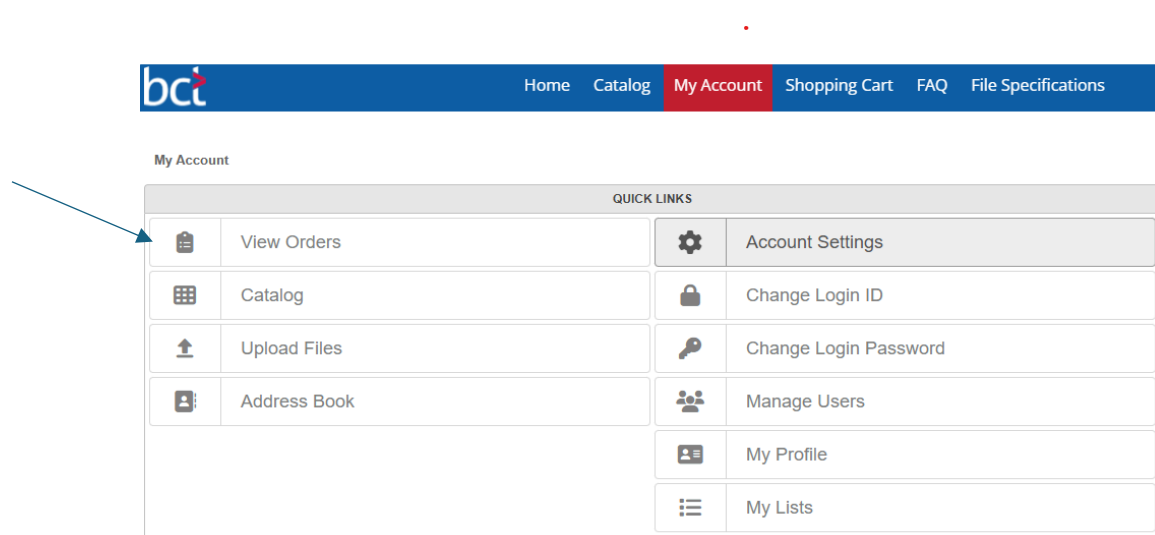
How to Locate and Pay Your Invoice Through the BCT Ohio PressWise Storefront

Step 1: Login

- Go to the provided website link. If you don't have one yet, [CLICK HERE](#).
- Enter your **Login ID** and **Password**.
- Click **Login**.

Step 2: Navigate to *View Orders*

- The '**View Orders**' option is in the '**Quick Links**' box on the 'My Account' tab (highlighted in red), which is the page that the website will automatically direct you to upon logging in.



Step 3: Locate Your Order

- Find the **order number** you're searching for.
 - (Order numbers begin with "**N**".)



My Account > View Orders

<input type="checkbox"/>	Order #	
<input type="checkbox"/>	N33134	Jul 29, 2020


Showing 1 to 1 of 1 entries




Step 4: Paying a Balance

- On the right-hand side of the page, you will see a credit card icon if the order you're searching for has not been paid.

Ship Method	Total Due	
Customer Pickup	\$162.00	
FedEx Ground	\$79.84	


- **SIDE NOTE** - If you are interested in paying multiple invoices at once, use the check boxes on the left to select the orders you would like to pay for together.



My Account >  View Orders

<input type="checkbox"/>		Order #	Received
<input type="checkbox"/>	 N35001		Aug 15, 2025
<input type="checkbox"/>	 N28869		May 30, 2025
	 N25601		Apr 11, 2025

- After selecting all the orders that you want to pay for together, click the **'Make a Payment'** button that will appear at the top.

My Account >  View Orders

Total Selected: \$241.84  Make Payment

<input type="checkbox"/>		Order #
<input checked="" type="checkbox"/>	 N35001	
<input checked="" type="checkbox"/>	 N28869	

Additional information: Locating a PDF Version of an Invoice:


If you would like to locate a PDF version of an invoice to download for personal documentation or filing purposes, follow the instructions below.

Step 1: 'View Orders' Page

- On the 'View Orders' page, click the 'Order #' underlined as seen above.



My Account >  View Orders

<input type="checkbox"/>	Order #	
	N33134	Jul 29, 2

Showing 1 to 1 of 1 entries

Step 2: Order Status Page


- Once you've clicked on the order number, you will be directed to the 'Order Status' page, you can scroll to the bottom of your screen to see the **total cost** for your order (including shipping & handling).
- To download a PDF of your invoice, navigate to the 'Order Information' box located at the top left of the screen.
- Then, click the 'Order Invoice' icon.


- This button will automatically download a PDF version of your invoice.

ORDER INFORMATION

Order Status: **Closed**

Order Received: Jul 29, 2025 08:49:17


 Receipt


 Order Invoice

UPLOAD FILES

Upload

ORDER NOTES

Step 3: Reviewing Your Invoice

- If you **download and open the invoice (PDF)**, you'll see a detailed description of your order with the grand total.

Step 4: Payment Status

- If your order is fully paid, you'll see **PAID IN FULL** in bold black letters.




3500 Fortuna Drive
Akron, OH 44313

PH: 330-896-9713
DN: 34-1799538

BCT Ohio/Michigan
ATTN: HOUSE ACCOUNT
3500 Fortuna Dr
Akron, OH 44312-5284 US

Invoice



Order Number: C141: BCT-4035

CUSTOMER PO: N33134

INVOICE DATE	PAYMENT DUE	TERMS
Jul 30, 2025	Sep 28, 2025	Net 60

PROJECT: Baby Shower Invites

SALESPERSON	ORDERED BY
House Account	Brittany Wirtz

#	QTY	ORDER DESCRIPTION	ORDER TYPE	AMOUNT
01	55	4/4 A-7 Embassy Card 5 x 7 inches Memo: Baby Shower Invite	Printed	\$45.00

PAID IN FULL

Item Total	\$45.00
Subtotal	\$45.00
Tax	\$1.00
S & H	\$11.00
Order Total	\$56.00
Payments	\$56.00
Total Due	\$0.00

SHIPMENTS	Method	Ship To	Tracking Number
07/30/25	USPS Priority Parcel-DEAL1	Mr. Charles Davis, 27 Jackson Ct., Dawsonville, GA 30534-7558 US T3308969712	9405550105497004832771

- Another option for paying an invoice is the **“Click to Pay”** link located on the PDF version of the invoice itself.

Item Total	\$162.00
Subtotal	\$162.00
Tax	\$.00
S & H	\$.00
Order Total	\$162.00
Payments	\$.00
Total Due	\$162.00


[Click To Pay](#)

SHIPMENTS

Ship Date	Method	Ship To	Tracking Number
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- **NOTE:** Once an order has been printed and shipped, you will also be emailed this information.

Need Help?

 **BCT Ohio** – Our team is happy to assist you.

Telephone: **(330) 896-9712**