




Portal Introduction

Quick Guide – How to View and Pay invoices

Sign-in

Browse to URL: <https://interlinked.connectboosterportal.com/platform/login>

Login: [Sign In](#)



Enter Email

Please enter valid email.

Enter Password

Please enter password

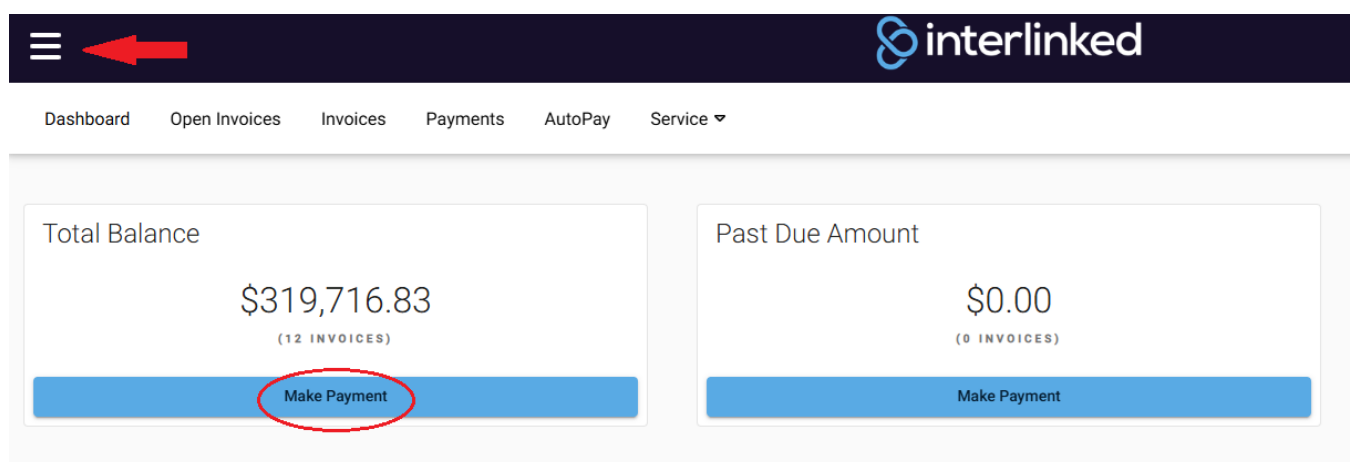
Sign In

Reset Password

Dashboard

This is the first thing you will see when logging in, known as the “Dashboard” portal section.

- From here you may quickly view invoices and make payments using the prominent tiles.
 - The tiles will link to the same “Open Invoices” portal segment.
- Using the three-bar menu, you may change your password, logout, or “change companies” if applicable.

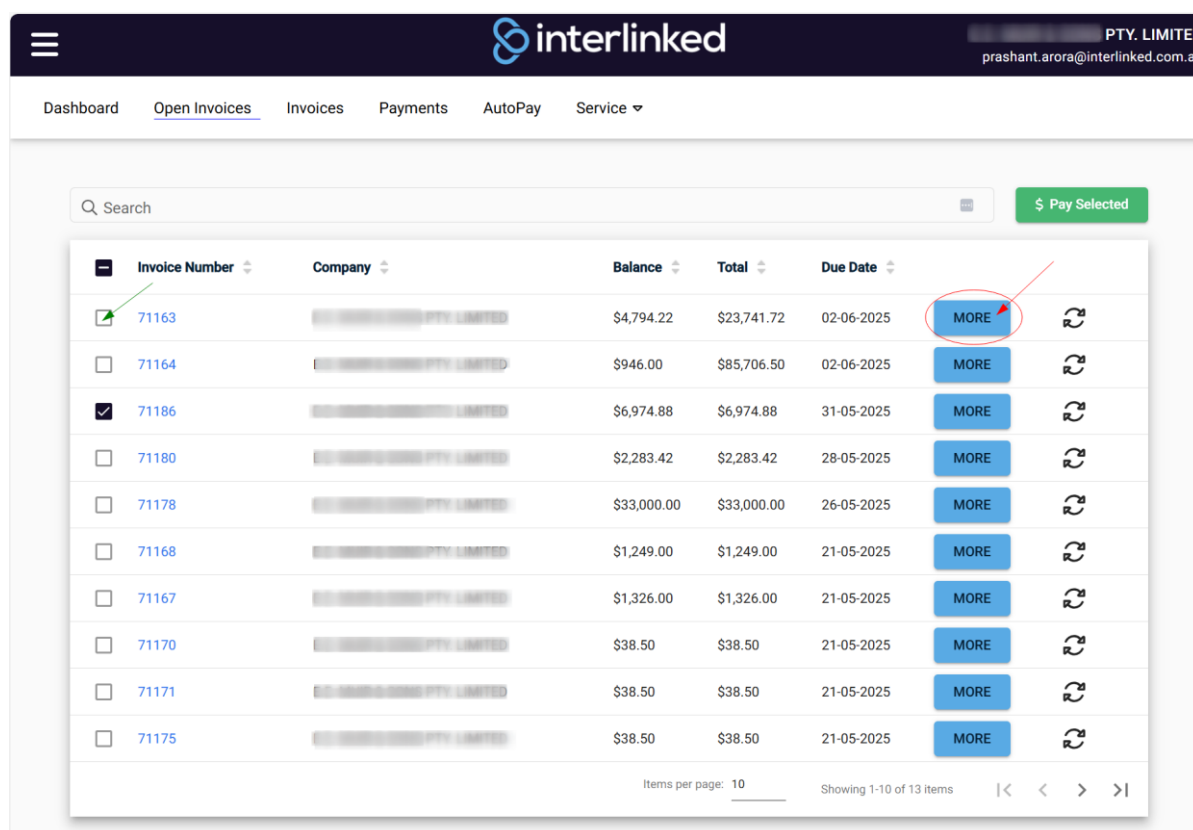


The screenshot shows the Interlinked dashboard interface. At the top is a dark blue header with the Interlinked logo on the right and a three-bar menu icon on the left, which is highlighted with a red arrow. Below the header is a navigation bar with links: Dashboard, Open Invoices, Invoices, Payments, AutoPay, and Service (with a dropdown arrow). The main content area features two large white tiles. The left tile, titled 'Total Balance', displays '\$319,716.83' and '(12 INVOICES)' below it, with a blue 'Make Payment' button at the bottom. The right tile, titled 'Past Due Amount', displays '\$0.00' and '(0 INVOICES)' below it, also with a blue 'Make Payment' button at the bottom. The 'Make Payment' button on the left tile is circled in red.

Open Invoices

Click the “OPEN INVOICES” menu option:

- All currently open invoices in our system are listed here. Please let us know if items are missing!
 - If needed, you may conveniently sort & filter with the three-bar button.
 - Select the items you wish to pay and click “Pay Selected”.



| Invoice Number | Company | Balance | Total | Due Date | MORE |
|---|--------------|-------------|-------------|------------|------|
| <input checked="" type="checkbox"/> 71163 | PTY. LIMITED | \$4,794.22 | \$23,741.72 | 02-06-2025 | MORE |
| <input type="checkbox"/> 71164 | PTY. LIMITED | \$946.00 | \$85,706.50 | 02-06-2025 | MORE |
| <input checked="" type="checkbox"/> 71186 | PTY. LIMITED | \$6,974.88 | \$6,974.88 | 31-05-2025 | MORE |
| <input type="checkbox"/> 71180 | PTY. LIMITED | \$2,283.42 | \$2,283.42 | 28-05-2025 | MORE |
| <input type="checkbox"/> 71178 | PTY. LIMITED | \$33,000.00 | \$33,000.00 | 26-05-2025 | MORE |
| <input type="checkbox"/> 71168 | PTY. LIMITED | \$1,249.00 | \$1,249.00 | 21-05-2025 | MORE |
| <input type="checkbox"/> 71167 | PTY. LIMITED | \$1,326.00 | \$1,326.00 | 21-05-2025 | MORE |
| <input type="checkbox"/> 71170 | PTY. LIMITED | \$38.50 | \$38.50 | 21-05-2025 | MORE |
| <input type="checkbox"/> 71171 | PTY. LIMITED | \$38.50 | \$38.50 | 21-05-2025 | MORE |
| <input type="checkbox"/> 71175 | PTY. LIMITED | \$38.50 | \$38.50 | 21-05-2025 | MORE |

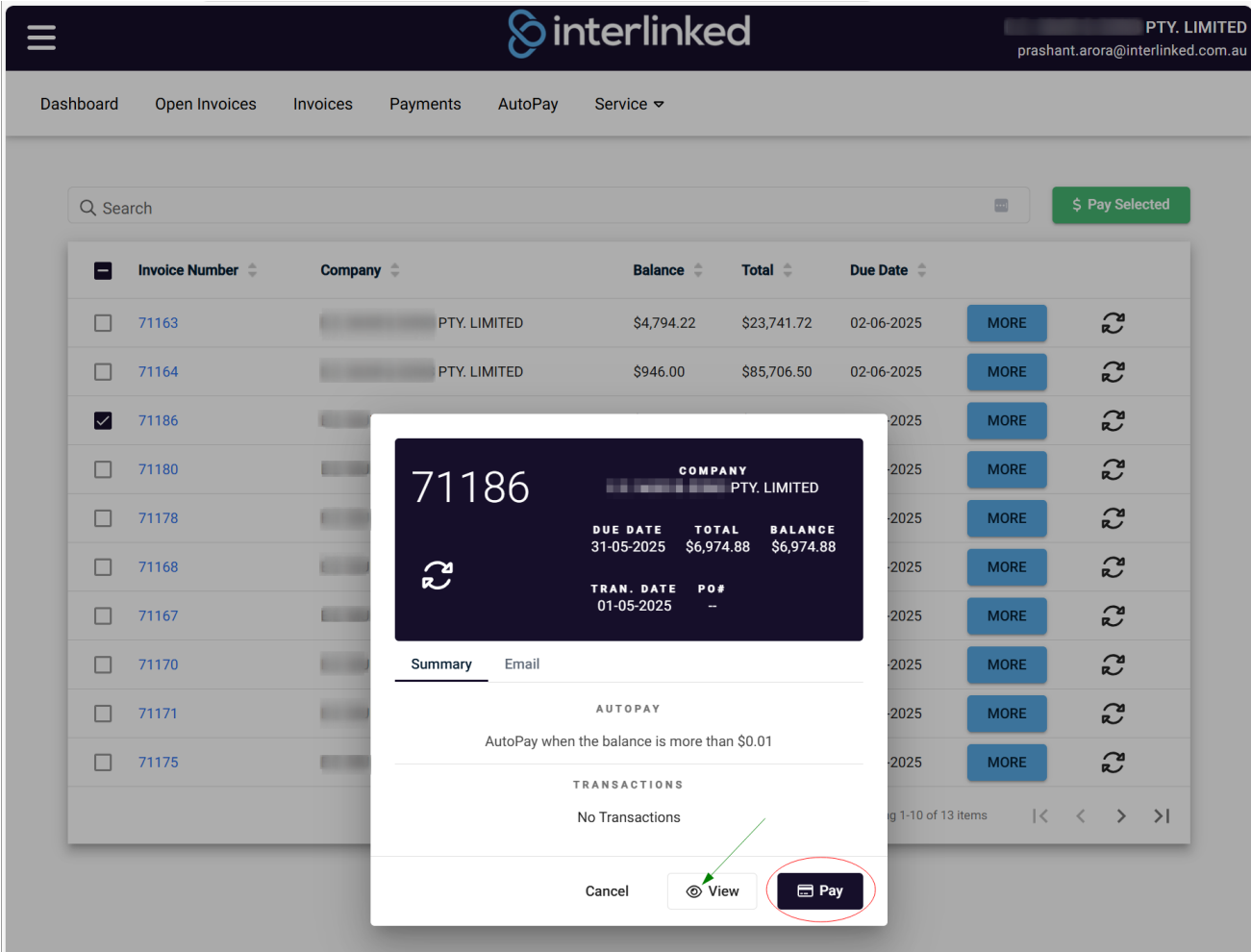
Items per page: 10 Showing 1-10 of 13 items

Clicking “MORE” on any invoice will display a details window:

- Please “VIEW” to see the specific line items in PDF format
 - The PDF will open in a new browser tab
 - (Encountering issues? Try using Google Chrome! Or temporarily allowing pop-ups)
 - You may print/save the PDF as desired
 - Click on “Comment” to send us an inquiry regarding a particular invoice

View Invoice:

Click “View” to view Invoice



The screenshot shows the interlinked portal interface. At the top, there's a navigation bar with the interlinked logo and user information: PTY. LIMITED, prashant.arora@interlinked.com.au. Below this is a menu bar with options: Dashboard, Open Invoices, Invoices, Payments, AutoPay, and Service. A search bar is present with the text "Search". A green button labeled "\$ Pay Selected" is on the right. The main area displays a table of invoices with columns: Invoice Number, Company, Balance, Total, Due Date, and actions (MORE and a refresh icon). Invoice 71186 is selected. A modal window for invoice 71186 is open, showing details for COMPANY PTY. LIMITED, DUE DATE 31-05-2025, TOTAL \$6,974.88, and BALANCE \$6,974.88. It also shows TRAN. DATE 01-05-2025 and PO # -. The modal has tabs for Summary and Email. Under AUTOPAY, it says "AutoPay when the balance is more than \$0.01". Under TRANSACTIONS, it says "No Transactions". At the bottom of the modal, there are buttons: Cancel, View (with an eye icon), and Pay (with a credit card icon and circled in red). A green arrow points to the View button.

| Invoice Number | Company | Balance | Total | Due Date | Actions |
|---|--------------|------------|-------------|------------|---------|
| <input type="checkbox"/> 71163 | PTY. LIMITED | \$4,794.22 | \$23,741.72 | 02-06-2025 | MORE |
| <input type="checkbox"/> 71164 | PTY. LIMITED | \$946.00 | \$85,706.50 | 02-06-2025 | MORE |
| <input checked="" type="checkbox"/> 71186 | PTY. LIMITED | | | | MORE |
| <input type="checkbox"/> 71180 | | | | | MORE |
| <input type="checkbox"/> 71178 | | | | | MORE |
| <input type="checkbox"/> 71168 | | | | | MORE |
| <input type="checkbox"/> 71167 | | | | | MORE |
| <input type="checkbox"/> 71170 | | | | | MORE |
| <input type="checkbox"/> 71171 | | | | | MORE |
| <input type="checkbox"/> 71175 | | | | | MORE |

71186 COMPANY PTY. LIMITED

DUE DATE 31-05-2025 TOTAL \$6,974.88 BALANCE \$6,974.88

TRAN. DATE 01-05-2025 PO # -

Summary Email

AUTOPAY

AutoPay when the balance is more than \$0.01

TRANSACTIONS

No Transactions

Cancel View Pay



INTERLINKED
Level 1, 9A York Street
Sydney, NSW 2000
Australia
1300 302 207
Fax: 1300 362 692
ABN: 71 124 879 410

Tax Invoice

| Date |
|------------|
| 01/05/2025 |

| |
|---|
| Bill To |
|  |
| Australia |

Invoice Number: 71186

Purchase Order Number: Azure
Payment Terms: Net 30 Days
Payment Due: 31/05/2025

| Date | Item Description | Type | Billable Amount |
|------------|---|---------|-----------------|
| 01/04/2025 | Microsoft Azure NCE - Azure Data Factory v2 : [01/04/2025 - 30/04/2025] | Service | .00 |
| 01/04/2025 | Microsoft Azure NCE - Backup : [01/04/2025 - 30/04/2025] | Service | .60 |
| 01/04/2025 | Microsoft Azure NCE - SQL Database : [01/04/2025 - 30/04/2025] | Service | .00 |
| 01/04/2025 | Microsoft Azure NCE - Storage : [01/04/2025 - 30/04/2025] | Service | .40 |
| 01/04/2025 | Microsoft Azure NCE - Virtual machines : [01/04/2025 - 30/04/2025] | Service | .00 |
| 01/04/2025 | Microsoft Azure NCE - Virtual Network : [01/04/2025 - 30/04/2025] | Service | .00 |
| 01/04/2025 | Microsoft Azure NCE - VPN Gateway : [01/04/2025 - 30/04/2025] | Service | .80 |

HOW TO PAY

EFT
Please make payments into the following account:
Account name: INTERLINKED
BSB No: 03 777 777 Account No: 5 555 555


PAY ONLINE
<https://interlinked.connectboosterportal.com/platform/paynow>

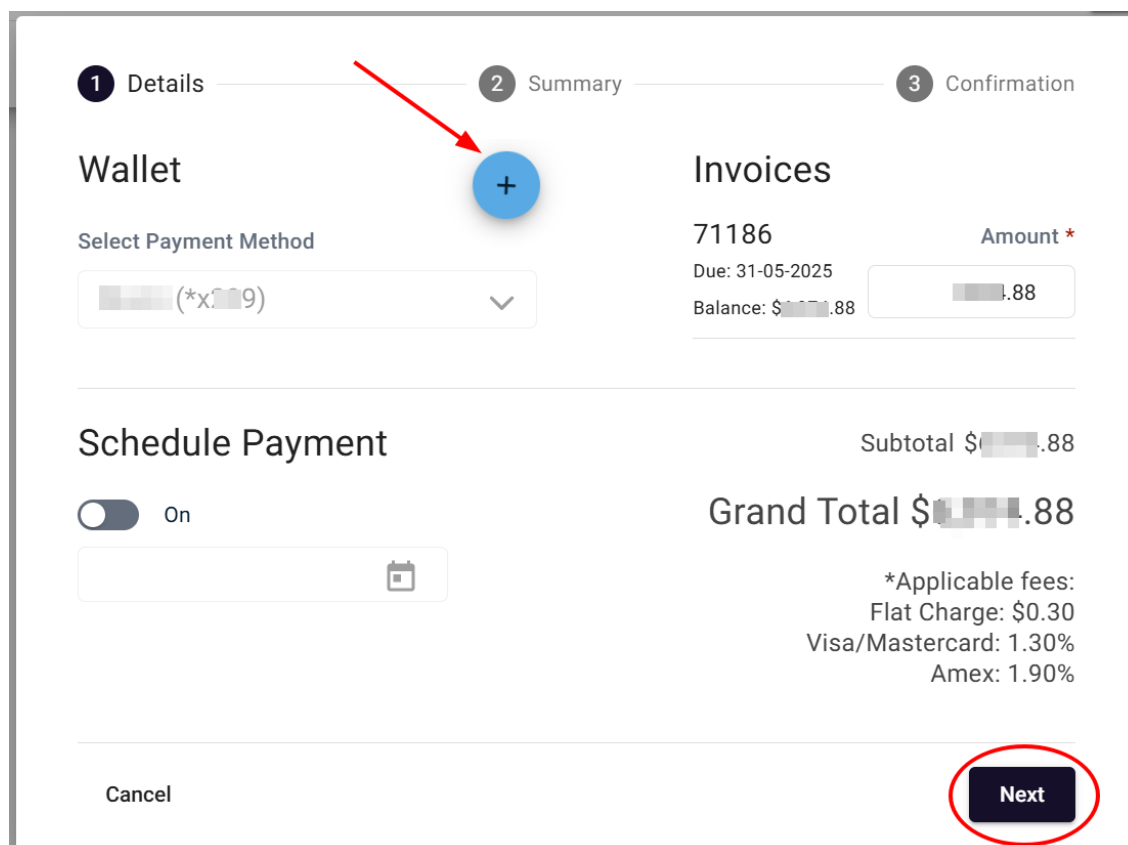
CREDIT CARD*
MasterCard or VISA (Surcharge 1.7%)
AMEX (Surcharge 2.3%)

| | |
|-----------------------|-------------------|
| Total Billable Amount | \$6,800.00 |
| Total GST | 680.00 |
| Total | \$7,480.00 |

Pay Invoice:

To Process a payment:

- Select the checkbox of one (or multiple) invoice(s). Click "PAY SELECTED" 
- A dialog will appear: please select a payment method on file or add a new entry.
 - Partial payment amounts can be entered in the top right corner!
 - You have the option of splitting payments up with multiple payment methods.



The screenshot shows a 'Pay Invoice' dialog box with three steps: 1 Details, 2 Summary, and 3 Confirmation. A red arrow points to a blue '+' button in the 'Wallet' section. The 'Invoices' section shows invoice 71186 with a due date of 31-05-2025 and a balance of \$1,188.88. The 'Schedule Payment' section has a toggle switch set to 'On' and a calendar icon. The 'Grand Total' is \$1,188.88. At the bottom, there is a 'Cancel' button and a 'Next' button circled in red.

1 Details **2 Summary** **3 Confirmation**

Wallet

Select Payment Method

(*XXXX9) ▼

Invoices

71186 **Amount ***

Due: 31-05-2025

Balance: \$1,188.88

Schedule Payment

Subtotal \$1,188.88

☒ On

Grand Total \$1,188.88

*Applicable fees:
Flat Charge: \$0.30
Visa/Mastercard: 1.30%
Amex: 1.90%

Cancel **Next**

1 Details
2 Summary
3 Confirmation

Wallet

Select Payment Method

(*)x9

Schedule Payment

☐ On

Invoices

71186

Due: 31-05-2025

Balance: \$1,188.88

Amount *

1,188.88

Subtotal \$1,188.88

Grand Total \$1,188.88

*Applicable fees:
Flat Charge: \$0.30
Visa/Mastercard: 1.30%
Amex: 1.90%

Cancel
Next

1 Details
2 Summary
3 Confirmation

Total Payment:

\$1,188.88

Payment Method:

(*)x9

Payment Date:

Today

By clicking confirm, you are authorizing the selected payment method to be used for this transaction.

Back
Confirm


Advanced Payment Options:

- Selecting the “Schedule Payment” switch to “ON” offers the ability to pick a specific payment date, using the Date Picker.
- This is not an “auto-pay”, but rather a one-time payment for the future.

1 Details
2 Summary
3 Confirmation

Wallet

Select Payment Method

 (*X29)

Invoices

71186

Due: 31-05-2025

Balance: \$1,174.88

+

Subtotal \$1,174.88

Grand Total \$1,174.88

*Applicable fees:

Flat Charge: \$0.30


Visa/Mastercard: 1.30%

Amex: 1.90%

Schedule Payment

On

26-05-2025



Cancel

Next

<

May 2025

>

Su

Mo

Tu

We

Th

Fr

Sa

MAY

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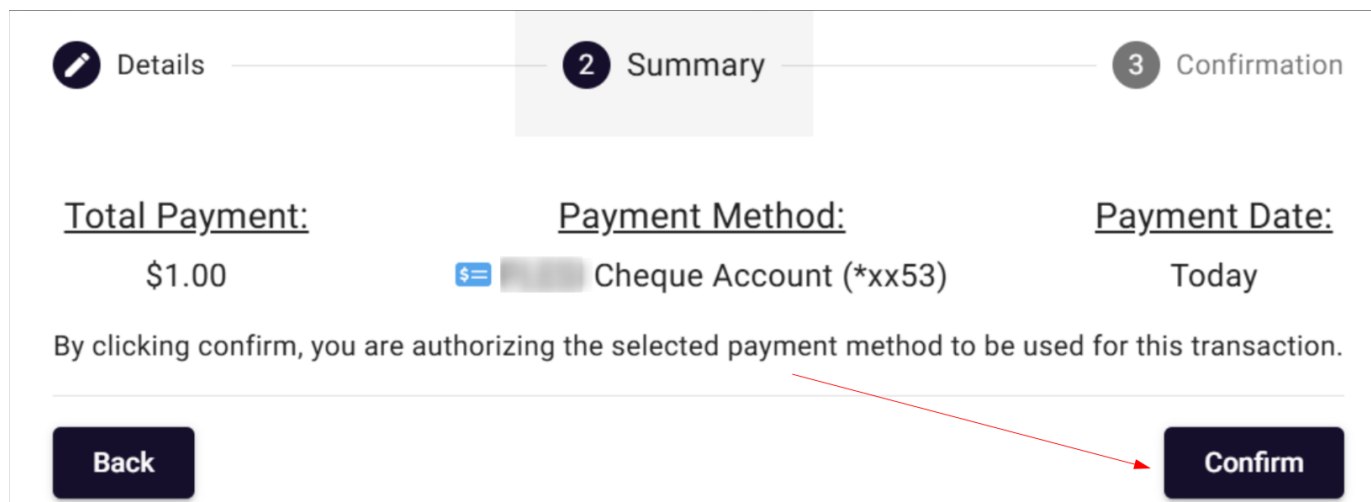
28

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31

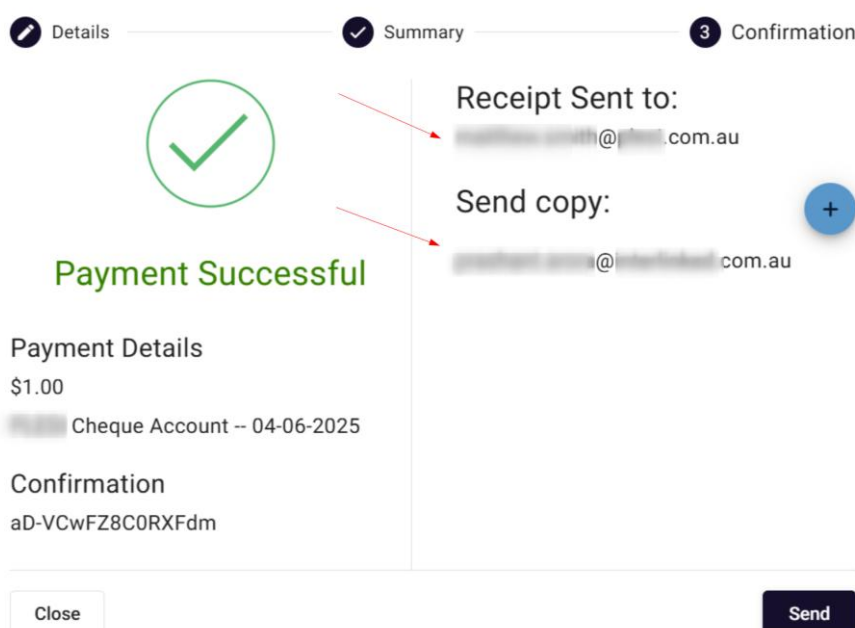
Clicking "SUBMIT" will give you a chance to review your actions.



The screen shows a progress bar with three steps: 1 Details, 2 Summary (active), and 3 Confirmation. Below the progress bar, there are three sections: **Total Payment:** \$1.00, **Payment Method:** Cheque Account (*xx53), and **Payment Date:** Today. A red arrow points from the text "By clicking confirm, you are authorizing the selected payment method to be used for this transaction." to the **Confirm** button.

Clicking "CONFIRM" will yield a payment success or failure screen

- An email receipt will be sent to your login email address.
 - You may send any additional receipts using the "Add Email Receipt" field.
- If the payment is scheduled for the future, the receipt will show the scheduled payment date.

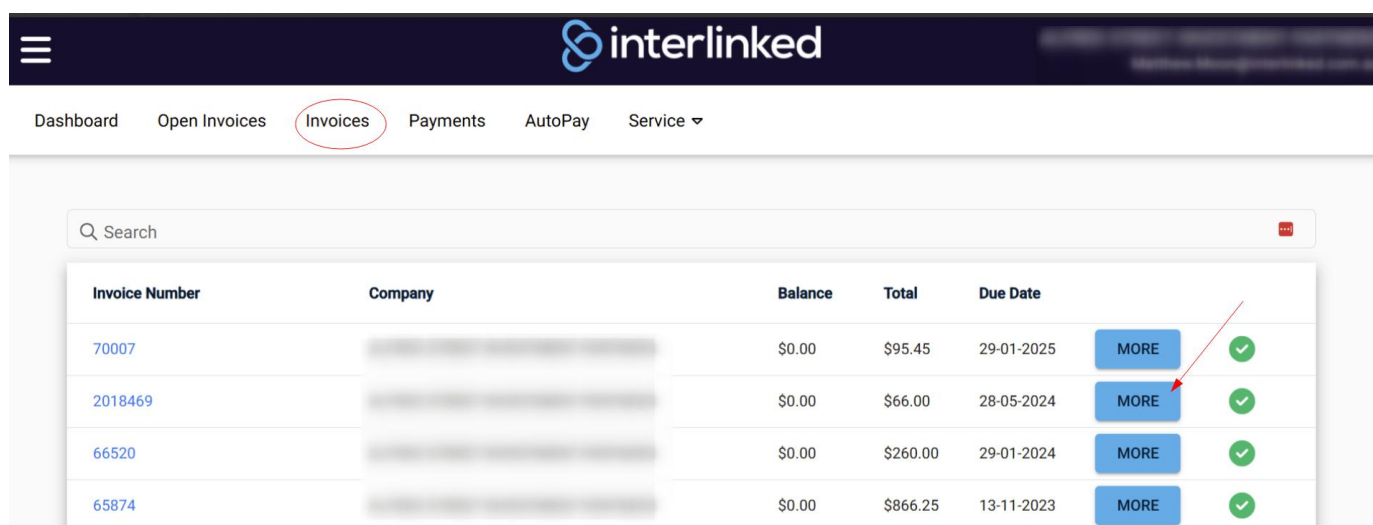


The screen shows a progress bar with three steps: 1 Details, 2 Summary (active), and 3 Confirmation. A large green checkmark is displayed. Below it, the text **Payment Successful** is shown. To the right, there are two sections: **Receipt Sent to:** [email address]@.com.au and **Send copy:** [email address]@.com.au. A blue plus button is next to the "Send copy" section. Below these sections, there are two boxes: **Payment Details** showing \$1.00 and Cheque Account -- 04-06-2025, and **Confirmation** showing aD-VCwFZ8C0RXFdm. At the bottom, there are two buttons: **Close** and **Send**.

Invoice History

Click on the "Invoices" menu option:

- Click "MORE" on previously issued and archaic invoices
 - You may again view specific details, or print & save the PDF
 - The page numbers on the right, and search box can help narrow the results

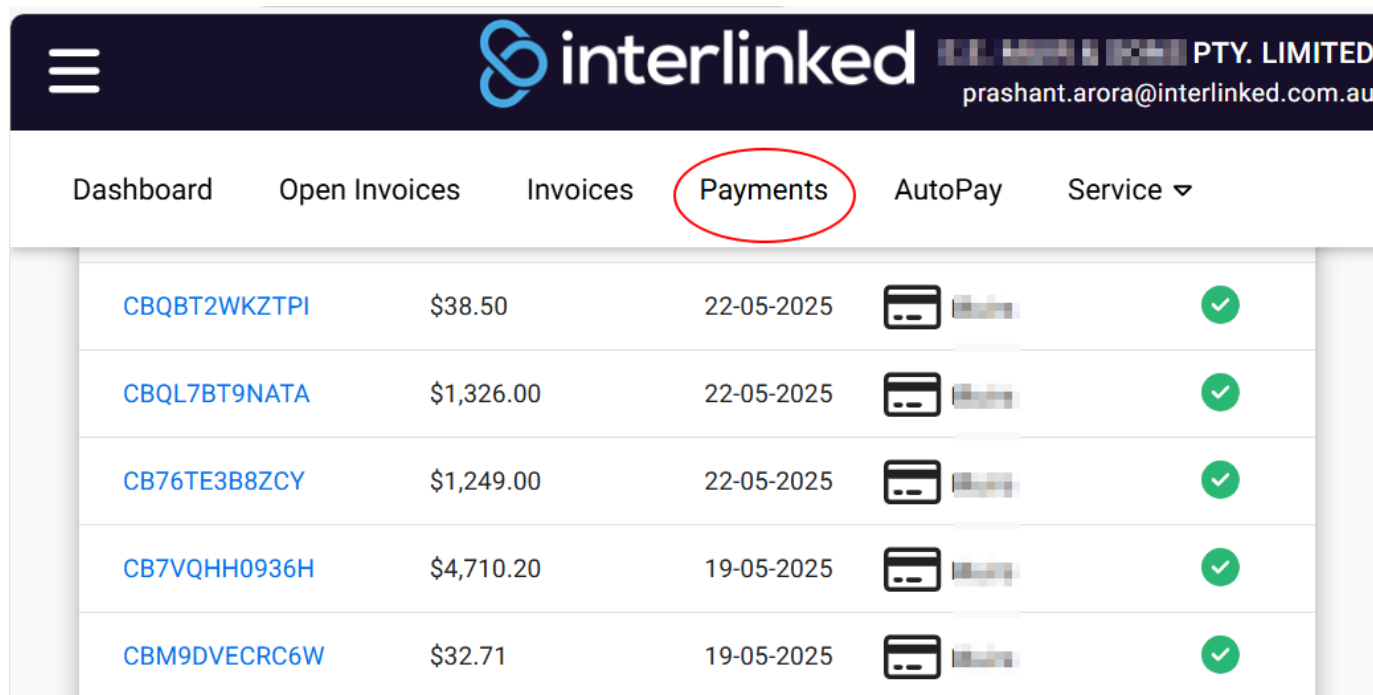

















| Invoice Number | Company | Balance | Total | Due Date | | |
|-------------------------|---------|---------|----------|------------|----------------------|---|
| 70007 | | \$0.00 | \$95.45 | 29-01-2025 | MORE | ✓ |
| 2018469 | | \$0.00 | \$66.00 | 28-05-2024 | MORE | ✓ |
| 66520 | | \$0.00 | \$260.00 | 29-01-2024 | MORE | ✓ |
| 65874 | | \$0.00 | \$866.25 | 13-11-2023 | MORE | ✓ |

Payments

Click on the PAYMENTS menu option:

- View all currently pending, future scheduled (including AutoPay) or past historic payments



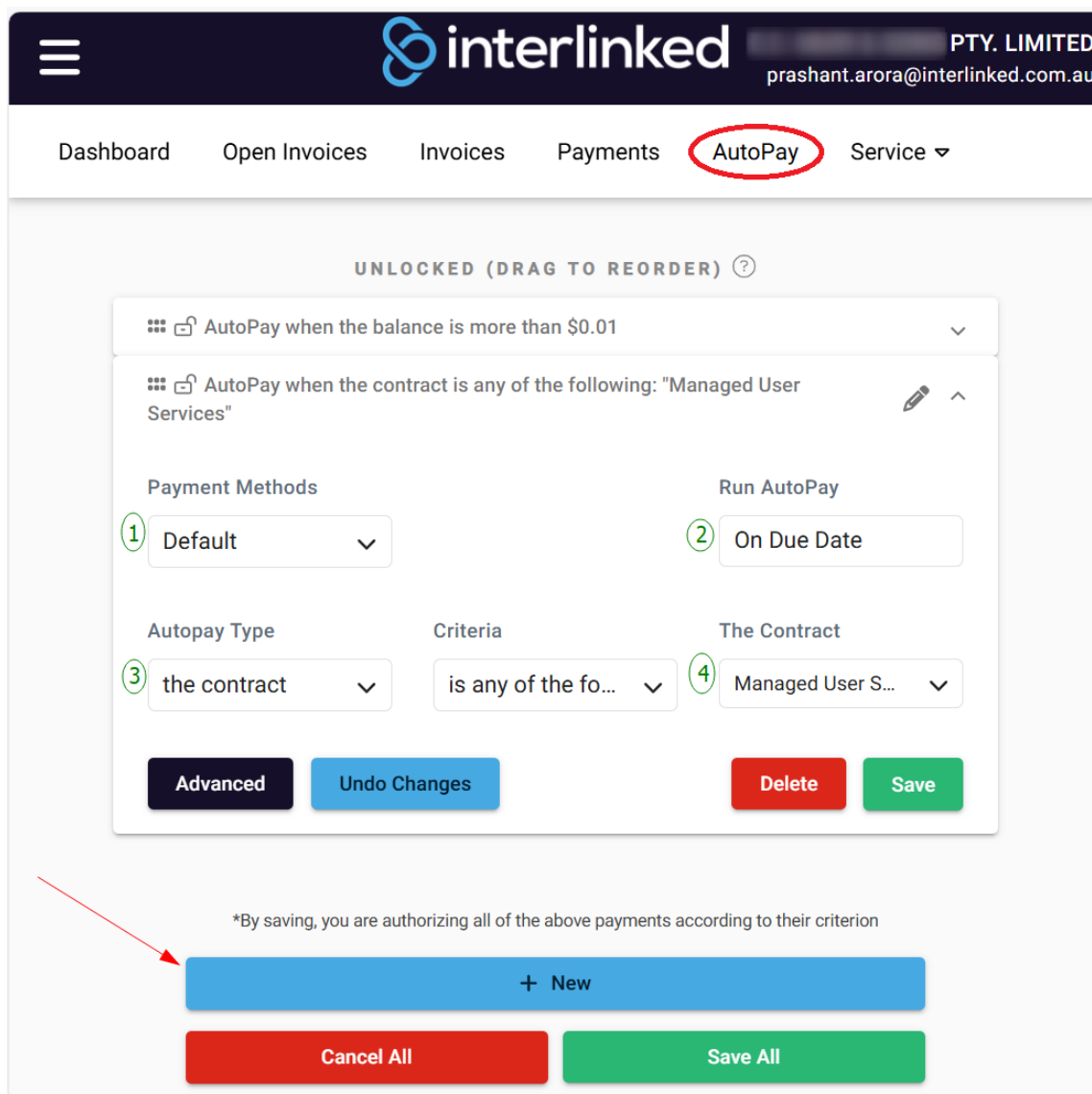
| interlinked PTY. LIMITED prashant.arora@interlinked.com.au | | | | | | |
|---|---------------|------------|--|---|---|--|
| Dashboard | Open Invoices | Invoices | Payments | AutoPay | Service ▾ | |
| CBQBT2WKZTPI | \$38.50 | 22-05-2025 |  |  |  | |
| CBQL7BT9NATA | \$1,326.00 | 22-05-2025 |  |  |  | |
| CB76TE3B8ZCY | \$1,249.00 | 22-05-2025 |  |  |  | |
| CB7VQHH0936H | \$4,710.20 | 19-05-2025 |  |  |  | |
| CBM9DVECRC6W | \$32.71 | 19-05-2025 |  |  |  | |

AutoPay

Click on the AUTOPAY menu option:

- Click "NEW", and expand to reveal the available options
- Configure your preferences in 5 steps, as per the example image below ■ Note: You can have more than one "AutoPay" Rule/Condition at a time!

■ With the below "less than \$" example, "one-off" type invoices can also be paid automatically!



UNLOCKED (DRAG TO REORDER) ?

AutoPay when the balance is more than \$0.01

AutoPay when the contract is any of the following: "Managed User Services"

Payment Methods

1 Default

Run AutoPay

2 On Due Date

Autopay Type

3 the contract

Criteria

4 is any of the fo...

The Contract

Managed User S...

Advanced Undo Changes Delete Save

*By saving, you are authorizing all of the above payments according to their criterion

+ New

Cancel All Save All

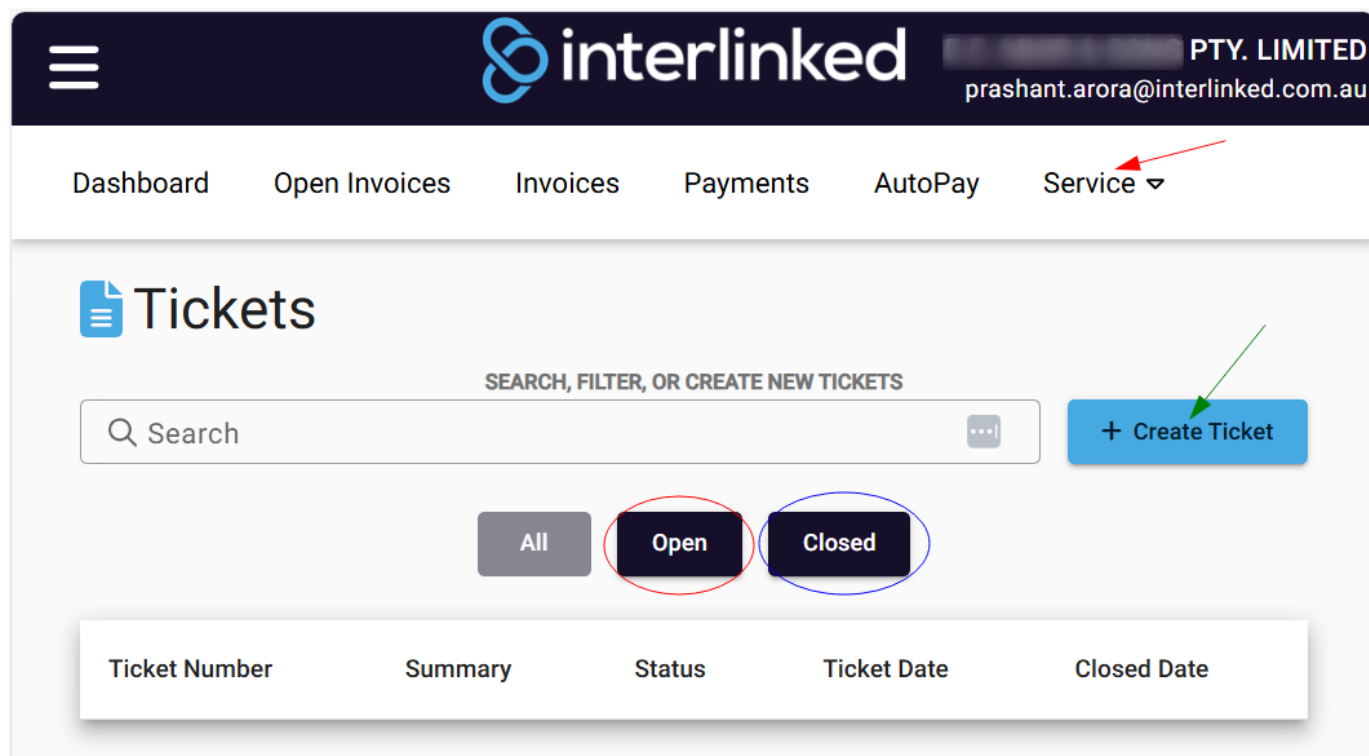
- 1 - Select the payment method you want this rule to follow
- 2 - "On Due Date" will pay invoices matching the criteria on the date they are due (not created)
- 3 - Select "Contract" or "Amount"
- 4 - Pick the recurring service agreement you would like to be auto-paid
- 5 - Save your changes!

**If you have questions regarding these settings, contact our accounts team for more help.*

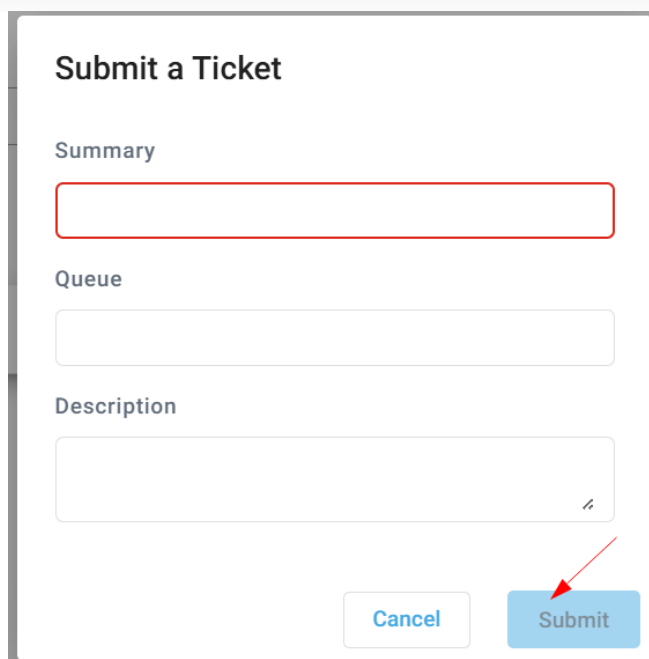
Service

Click on the “Service” menu option:

- Creating a new service ticket is easy as 1 2 3!
- You may also view historic tickets with the “Closed” filter.



The screenshot shows the interlinked portal interface. At the top, the navigation bar includes a hamburger menu, the interlinked logo, and the user's name and email: PTY. LIMITED, prashant.arora@interlinked.com.au. Below the navigation bar, the main menu has options: Dashboard, Open Invoices, Invoices, Payments, AutoPay, and Service. A red arrow points to the Service menu item. The Service page displays a 'Tickets' section with a search bar and a '+ Create Ticket' button. A green arrow points to the '+ Create Ticket' button. Below the search bar, there are three filter buttons: All, Open, and Closed. The Open and Closed buttons are circled. Below the filters, there is a table with columns: Ticket Number, Summary, Status, Ticket Date, and Closed Date.

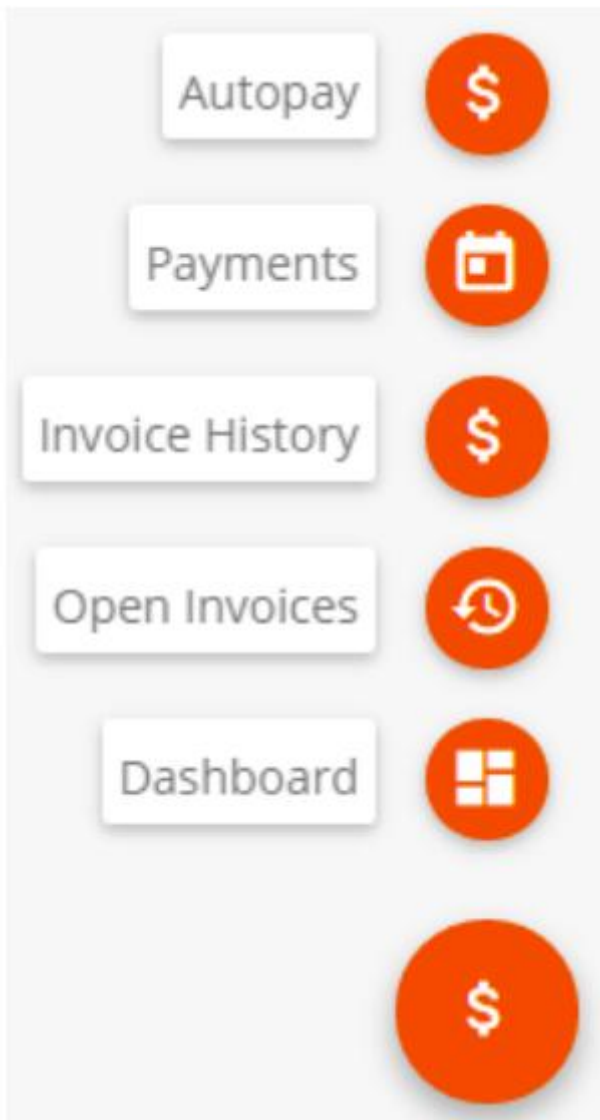


The screenshot shows the 'Submit a Ticket' form. It has three input fields: Summary, Queue, and Description. At the bottom, there are two buttons: Cancel and Submit. A red arrow points to the Submit button.

Mobile

Mobile device navigation:

- The top menu bar is replaced by the lower right button, but functions nearly the same.



Need Assistance?

Contact our Accounts Team at:

P: 1300 302 207

E: accounts@interlinked.com.au



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SYDNEY NSW 2000

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