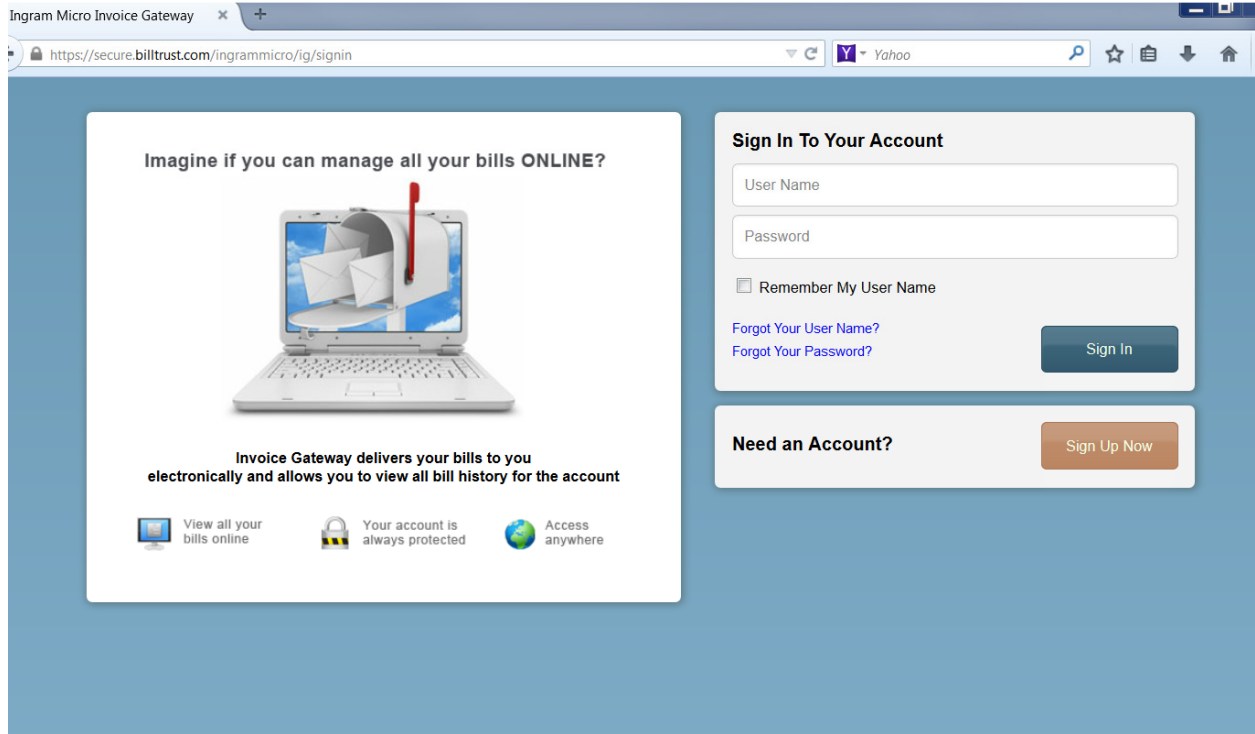


<http://ingrammicro.billtrust.com>

## Invoice Gateway at Ingram Micro - Quick Start

**Browsers supported: IE11 and higher, Firefox, Chrome**



[FAQ](#)   [Subscriber Agreement](#)   [Contact](#)

### **Getting Started**

1. Click the Sign Up Now button to begin the enrollment process
  - ❖ TIP- The first person to enroll in the account will be considered the Admin for their account
2. Locate your Enrollment token printed on your bill

Already Have an Account?

Sign In

## Sign Up With Invoice Gateway

\*All fields are required unless otherwise indicated as "optional"

Name:

Account Number:

Enrollment Token:

User Name:

Password:

Confirm Password:

Email Address:

Security Question 1:

What is your favorite hobby?



Answer 1:

Security Question 2:

Who is your favorite athlete?



Answer 2:

Security Question 3:

Where was your mother born?



Answer 3:

I agree to the [Subscriber Agreement](#)

Sign Up

### Sign Up

1. Enter information including your name, account number (format must be BR-xxxxxx-000), enrollment token, email address, user name and security questions and answers.
  - ❖ Tip : The email address you enter will be sent an email with confirmation link. Therefore; you must have access to this email to complete the enrollment process.
2. Read the subscriber agreement and check the box to acknowledge you have completed reading the agreement.
3. Click the Sign Up button.

4. A confirmation email will be sent to the address provided. You must click this link to complete the enrollment process.

**You are not done yet! You must activate your account first.**

An email has been sent to [btrust@billtrust.com](mailto:btrust@billtrust.com).


Once you receive the email, follow the instructions in it to activate your account. Once you activate the account, you can now sign in to Online Billing and access your bills.

Note: If you cannot find the activation email, check your filters and spam settings to make sure that it was not blocked.

[Return to Sign In](#)

**Invoice Gateway Activation** Inbox x

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 **support@billtrust.com**  
to me ▾

Thank you for enrolling for Invoice Gateway with Superior Supply.

To activate your Invoice Gateway account, please click the below link.

If you cannot click this link, you should copy and paste this entire link into your browser or AOL address box and press enter.

**Must click this link to complete enrollment process**

<https://secure.billtrust.com/superiorsupply1/ig/activate.php?t=123456789HIHQRLGOQNHHJHVDG>

### Sign In

1. After you are enrolled, enter your user name and password to sign in to Invoice Gateway. You can retrieve your username or password if forgotten by clicking the appropriate links

**Sign In To Your Account**

Remember My User Name

[Forgot Your User Name?](#)   [Forgot Your Password?](#)

[Sign In](#)