Payment Portal

1. You can get to the Payment Portal site by going to http://Carter-Express.com
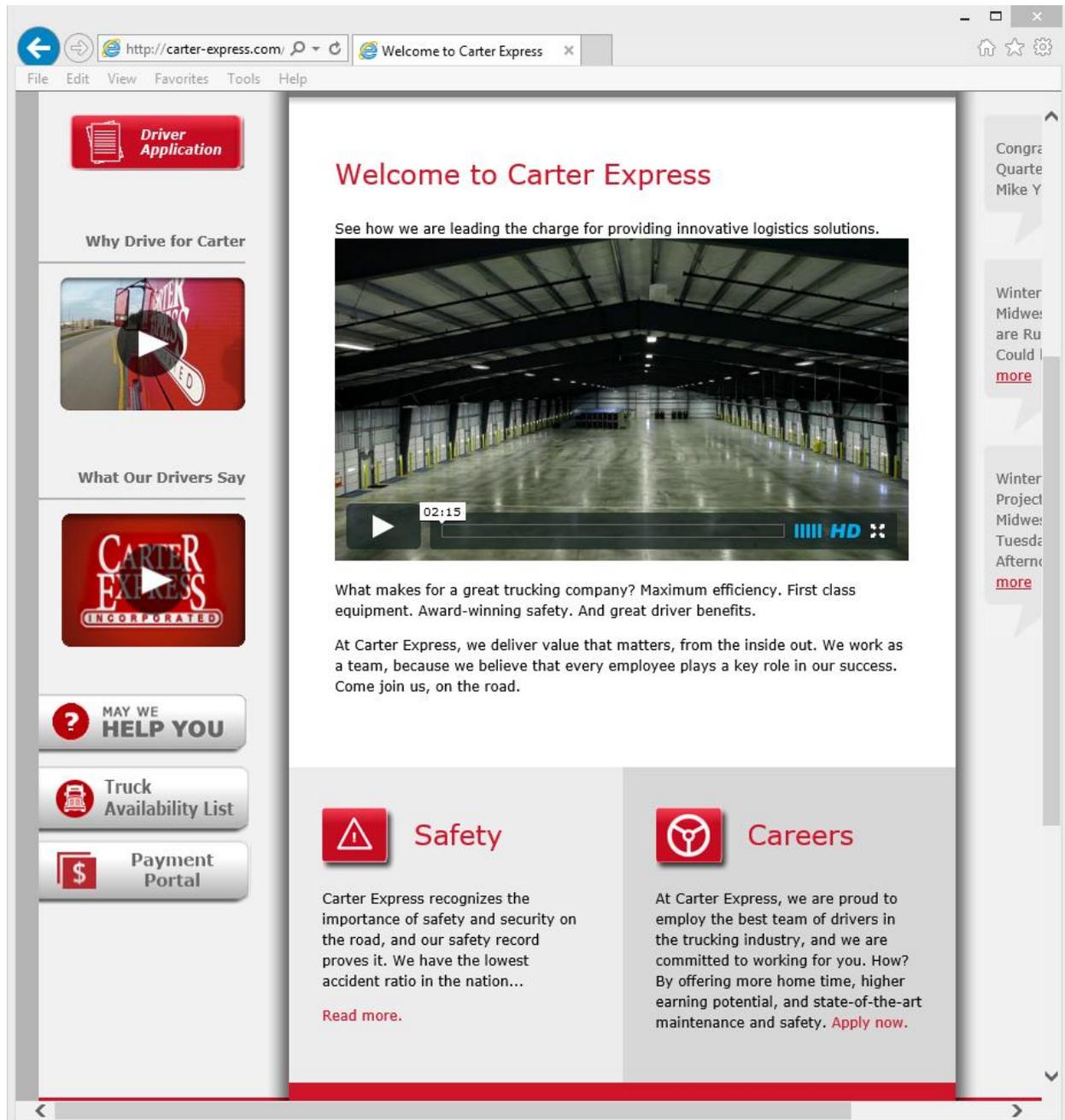
2. You will see an icon on the bottom left side of the screen

3. Click on Payment Portal
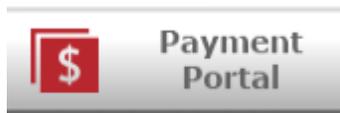
4. You can also access the Payment Portal site by going to http://Carter-Logistics.com
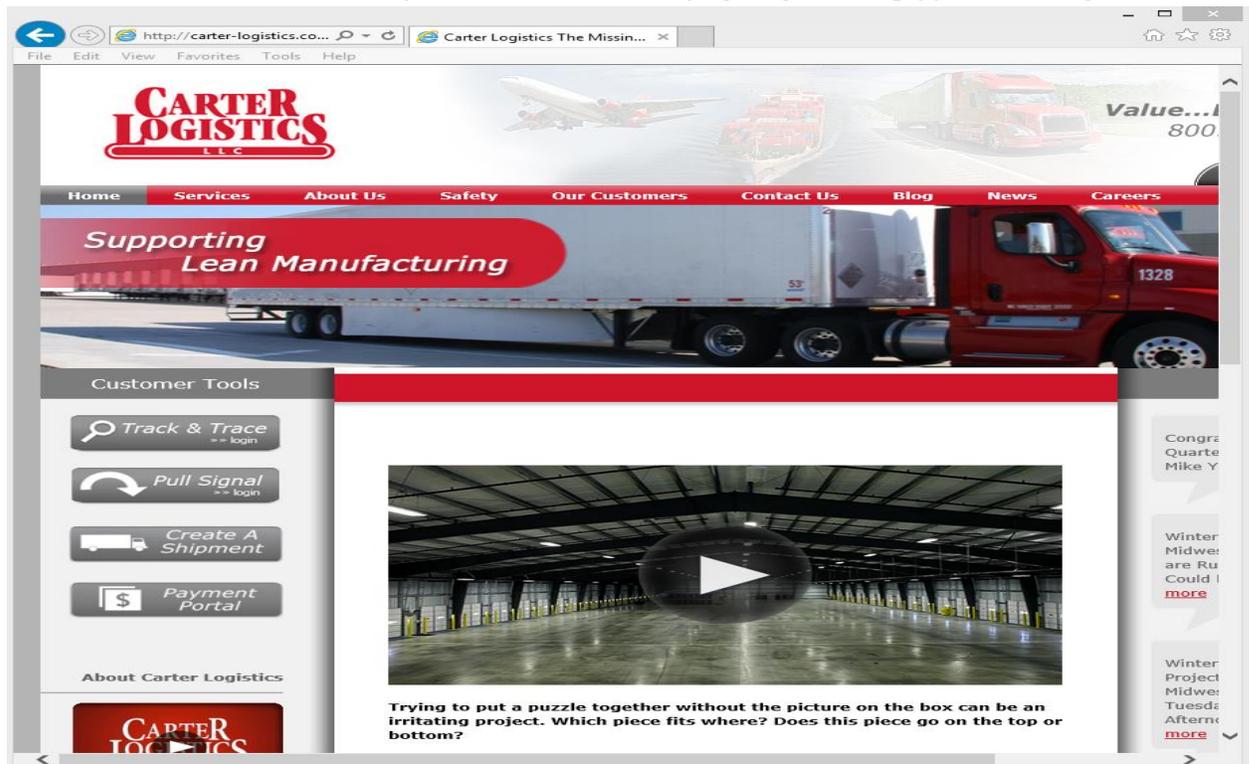
5. You will see a custom tools section on the top left side of the screen
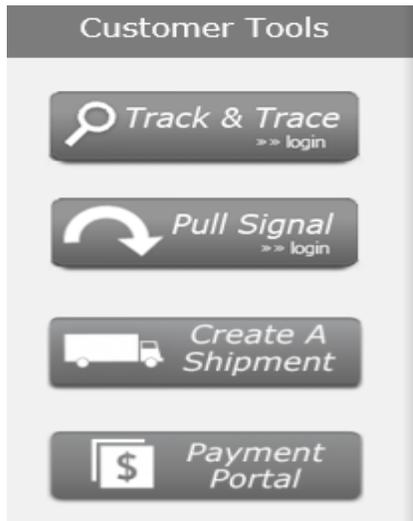


6. Click on Payment Portal

7. The Payment Portal application should open in a new tab/window
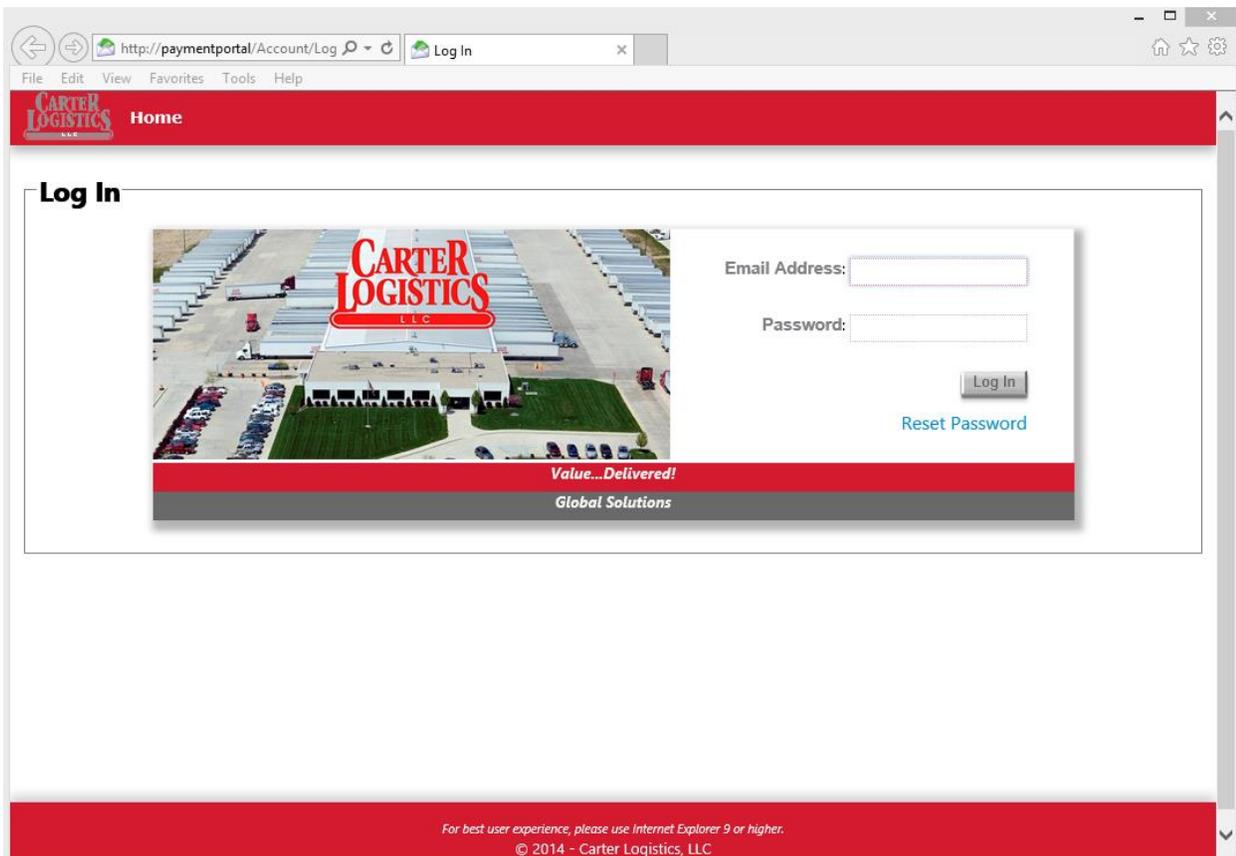
8. Email: vendorsupport@carter-logistics.com to have your account setup. Please provide a valid email account and your vendor information and the Vendor Support Team will email your login credentials to you
9. Once you have login information, simply enter the email you provided and a temp password provided by the Vendor Support Team
10. When you first login you will be asked to change your password (this is required)
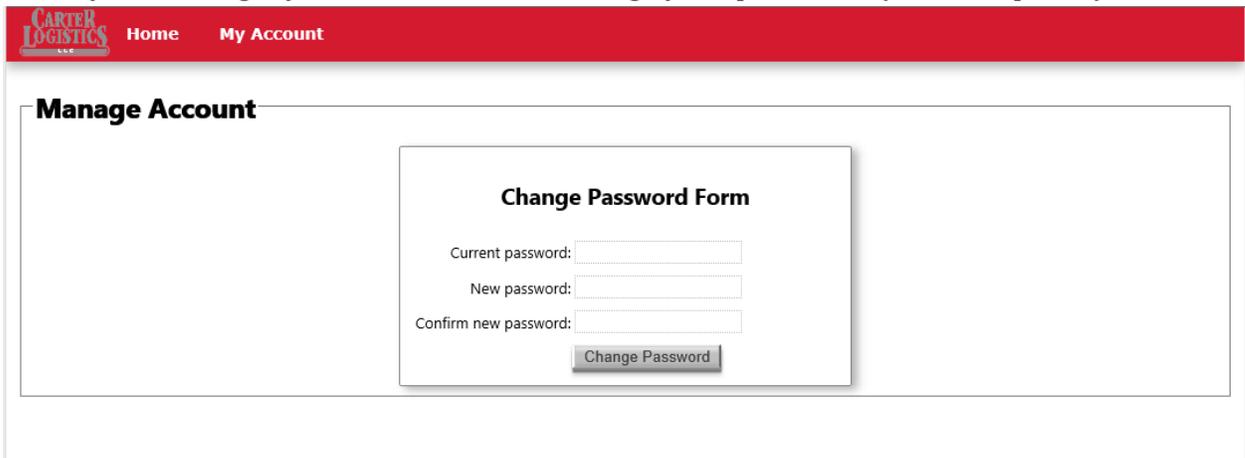
11. Once authenticated you will be redirected to the **'Payment Portal Page'**
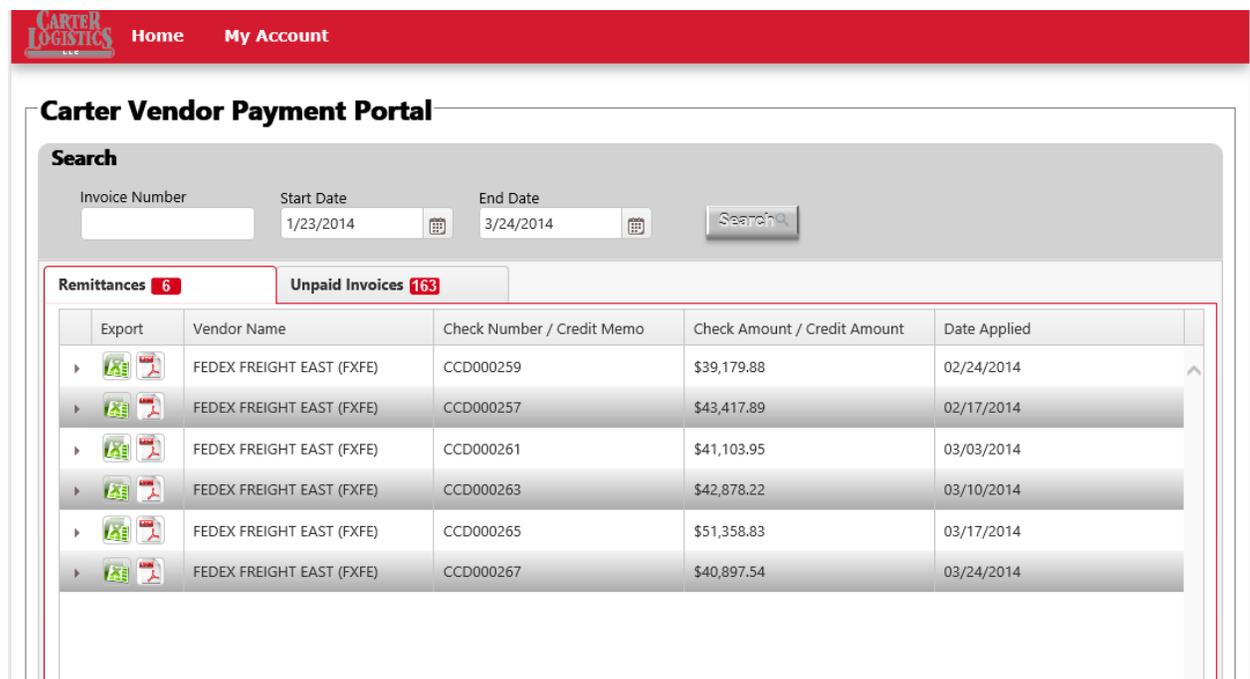
12. By default you can see the **'Remittances'** for the past 60 days
13. You can also search by a specific invoice number
14. To change your start and end date selection select the icon

Account Management

1. To change your account password, go to My Account →Change Password
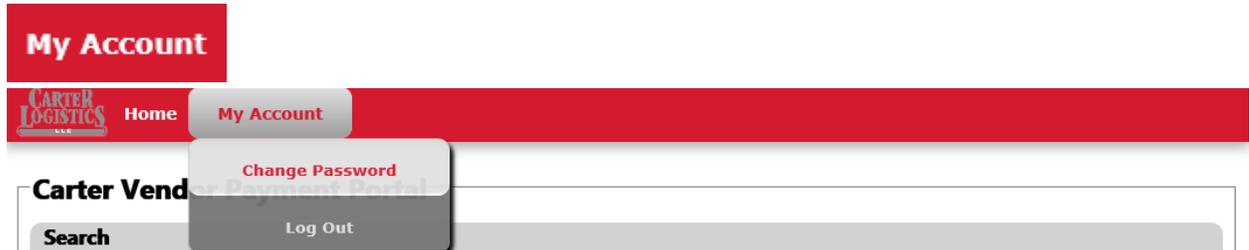
2. To reset your password, click on **'Reset Password'** button on the login screen

Reset Password

3. A temporary password will be sent to the email account you provided during the account setup process
4. If you don't remember your login **Email** please contact Carter at vendorsupport@carter-logistics.com
5. Vendor account will be locked after three unsuccessful attempts
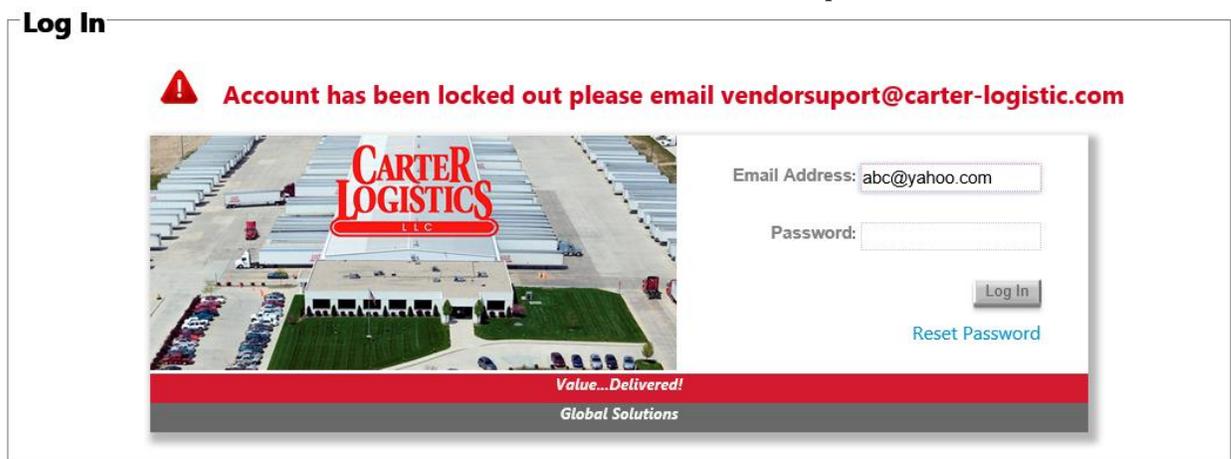
6. To unlock your account, please contact Carter at vendorsupport@carter-logistics.com and send us your login email name