Corporate Billing – User Payments Step 1

- **Log on at: https://beepandeat.navsup.navy.mil**

Corporate Billing – User Payments
Step 2

NAVY CASH PROGRAM OFFICE
BEEP & EAT
LITTORAL COMBAT SHIPS
NAVSUP
NAVAL SUPPLY SYSTEMS COMMAND

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

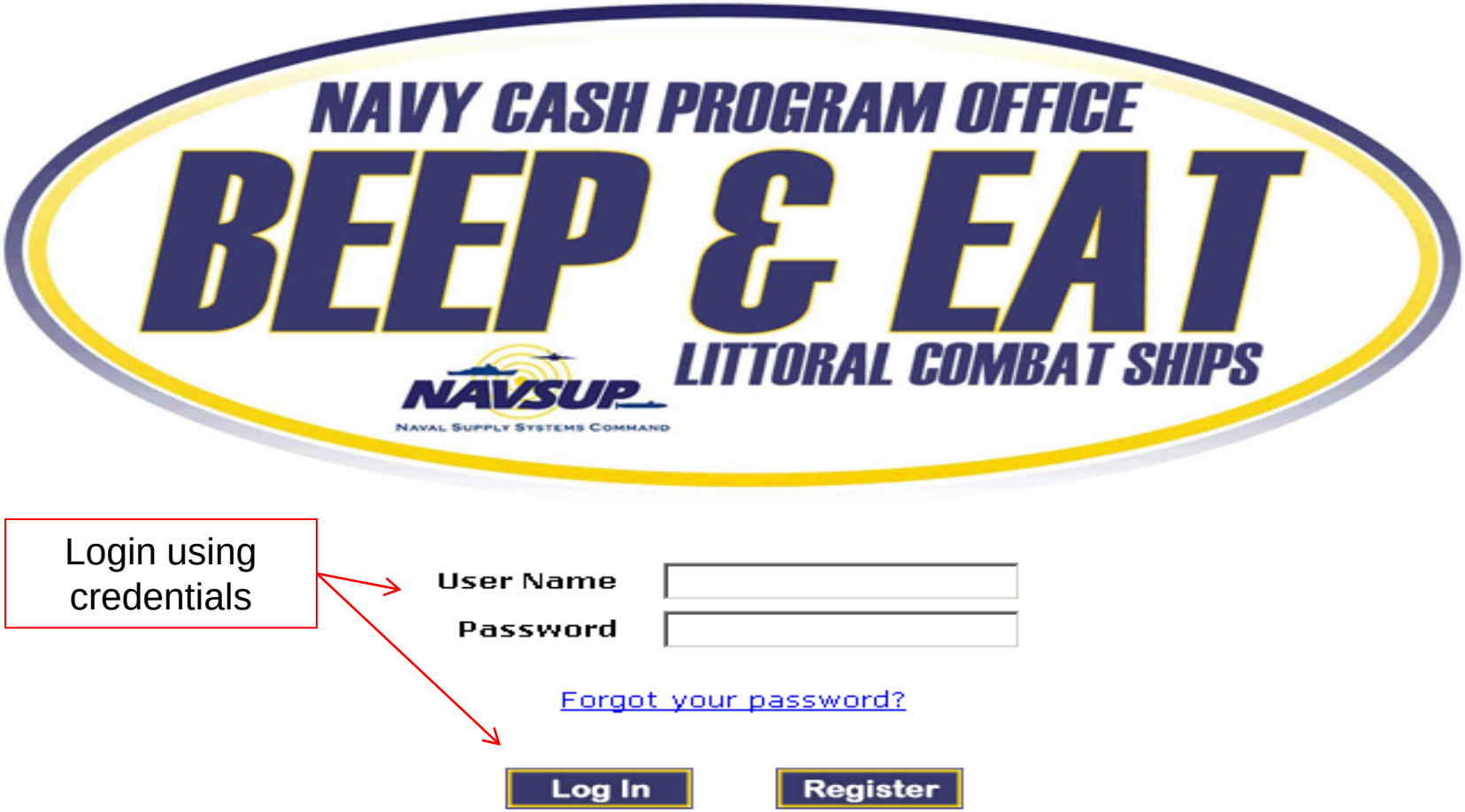
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

1. USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
2. At any time, the USG may inspect and seize data stored on this IS.
3. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
4. This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
5. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Click

Accept

Corporate Billing – User Payments
Step 3



Corporate Billing – User Payments Step 4

Welcome [Log Out]
Company Management

Home

Manage Account

Personal Info
Manage Organization
Organization Users

Account Transactions

Billing Management
Transactions History

Support

Privacy Statement
Billing Agreement
Rules of Behavior
Contact Info
Site Training

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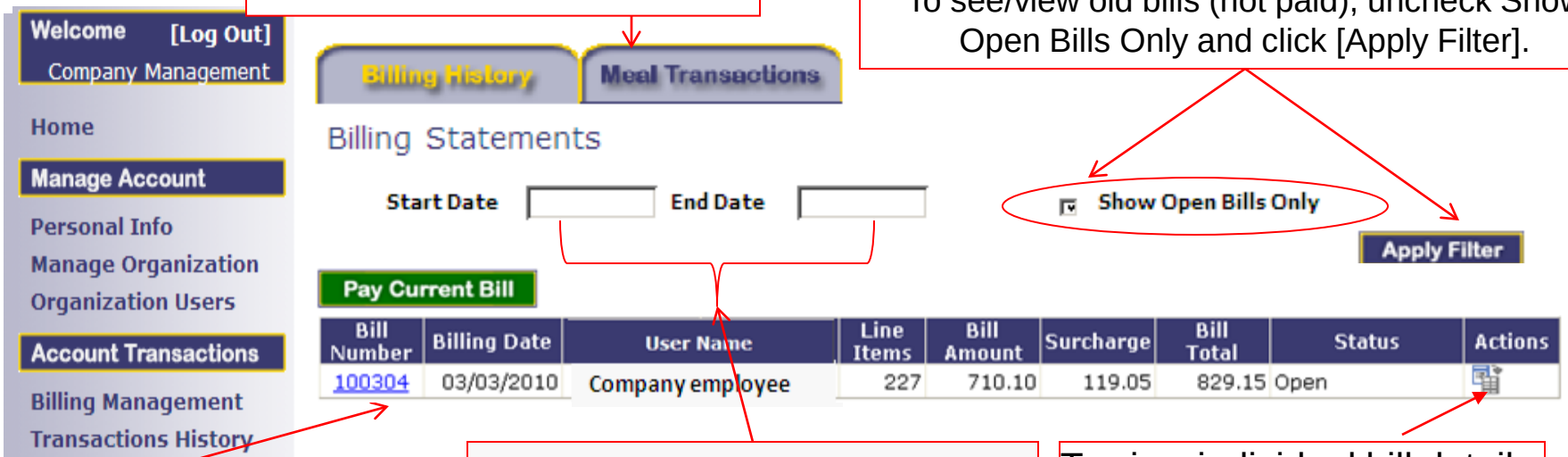
Select [*Billing Management*]

Unclassified - For Official Use Only - Privacy Sensitive: Any misuse or unauthorized disclosure may result in both civil and criminal penalties -- For Official Use Only. Unclassified

Corporate Billing – User Payments
Step 5 - Billing details review

To view bill details, click *Meal Transactions.*

To see/view old bills (not paid), uncheck Show Open Bills Only and click [Apply Filter].



To view and print report, click the *Bill Number*. Note*: a new window will open with export options*

Note*: The* Start *and* End Date *filter the Billing Date, not transactions.*

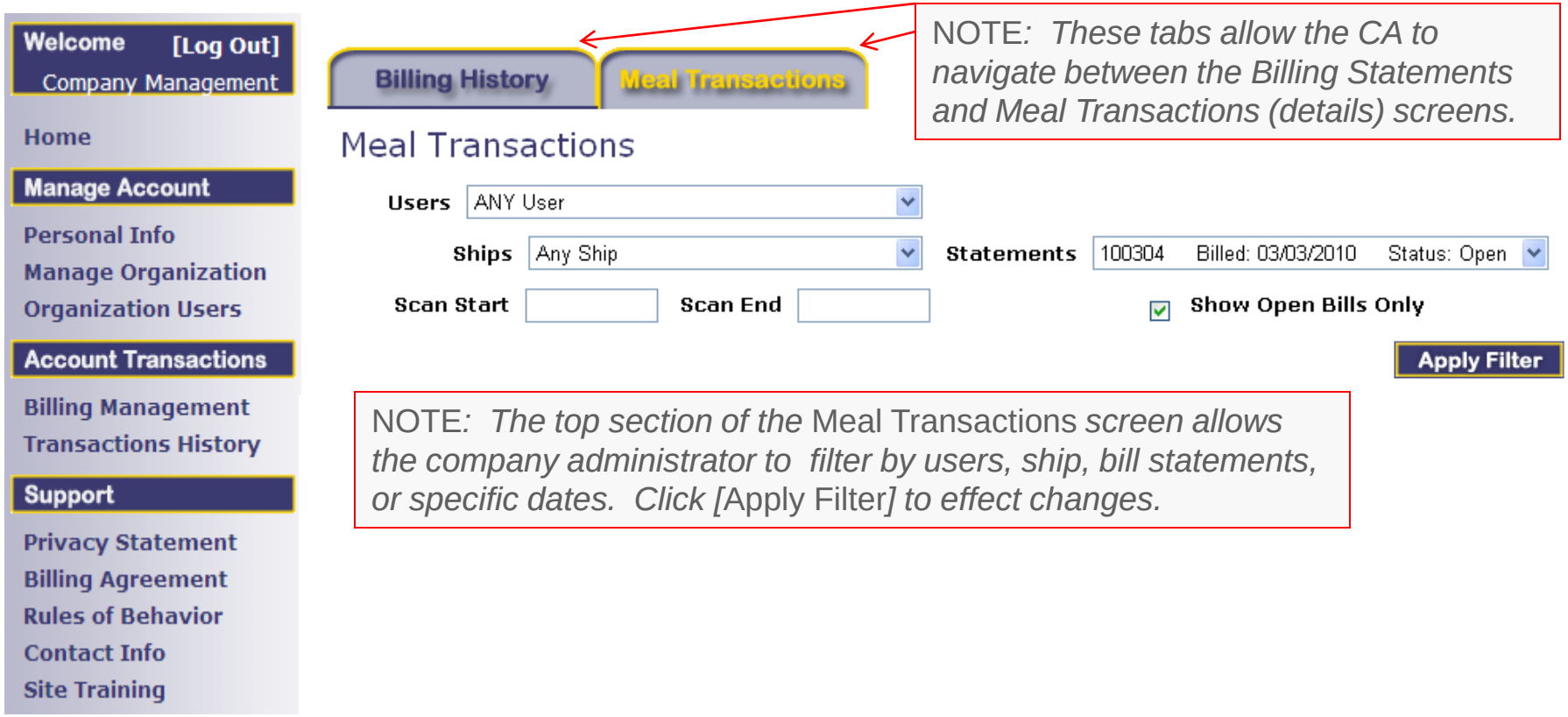
To view individual bill details, click the Actions icon.

NOTE:

- Bill Amount*: Standard meal amount for billable ship member.*
- Surcharge*: Surcharges apply to billable non-ship members.*
- Bill Total*: The total amount to be paid (Bill Amount + Surcharge)*
- Status*: Open, Balance Forward (Bill closed and balance moved to Open bill), Payment Pending, Voided and Payment Closed.*

Unclassified - For Official Use Only - Privacy Sensitive: Any m

Corporate Billing – User Payments
Billing details review (cont.)



NOTE: *These tabs allow the CA to navigate between the Billing Statements and Meal Transactions (details) screens.*

NOTE: *The top section of the* Meal Transactions *screen allows the company administrator to filter by users, ship, bill statements, or specific dates. Click [*Apply Filter*] to effect changes.*

Corporate Billing – User Payments
Billing details review (cont.)

Billing Statement Summary

Bill Number	Bill Date	Bill To	Status	Ship	User	Type	Qty	Total
100304	03/03/2010	jags	Billed	LCS-1	brown, ronnie	Breakfast	20	46.00
						Lunch	19	80.75
						Dinner	19	80.75
						Holiday	1	7.00
						Snack	1	2.70
					GRANT, RYAN	Breakfast	19	43.70
						Lunch	20	85.00
						Dinner	20	85.00
						Brunch	1	4.85
						Holiday	1	7.00
						Snack	1	2.70
					rice, ray	Breakfast	19	43.70
						Lunch	20	85.00
						Dinner	20	85.00
						Brunch	1	4.85
						Holiday	1	7.00
						Snack	1	2.70
					turner, micheal	Breakfast	14	32.20
						Lunch	15	63.75
						Dinner	14	59.50

NOTE*: The* Billing Statement Summary *displays a summary of unpaid meal transaction charges incurred by each company user.*

Corporate Billing – User Payments Balance Forward Example

Billing Statement Summary

Bill Number	Bill Date	Bill To	Status	Ship	User	Type	Qty	Total
100300	03/03/2010	brown, ronnie	Billed	LCS-1	brown, ronnie	Balance Forward	1	158.50
				LCS-2	brown, ronnie	Breakfast	3	5.85
						Lunch	3	10.95
						Dinner	3	10.95

Add Billing Detail

Billing Statement Details

Bill Number	Line	Ship	User	Transaction Date	Type	Bill Amount	Sur-charge	Bill Total	Action
100300	1	LCS-1	brown, ronnie	01/23/2010 12:00:00	Balance Forward	158.50	0.00	158.50	
100300	2	LCS-2	brown, ronnie	01/24/2010 12:00:00	Breakfast	1.95	0.00	1.95	
100300	3	LCS-2	brown, ronnie	01/24/2010 12:00:00	Lunch	3.65	0.00	3.65	
100300	4	LCS-2	brown, ronnie	01/24/2010 12:00:00	Dinner	3.65	0.00	3.65	
100300	5	LCS-2	brown, ronnie	01/25/2010 12:00:00	Breakfast	1.95	0.00	1.95	
100300	6	LCS-2	brown, ronnie	01/25/2010 12:00:00	Lunch	3.65	0.00	3.65	

Note: *In this example, the prior month was not paid. When the new bill is generated, unpaid amounts from the prior month are added to the current bill. The company is responsible for paying the full amount of the bill due, including all past amounts.*

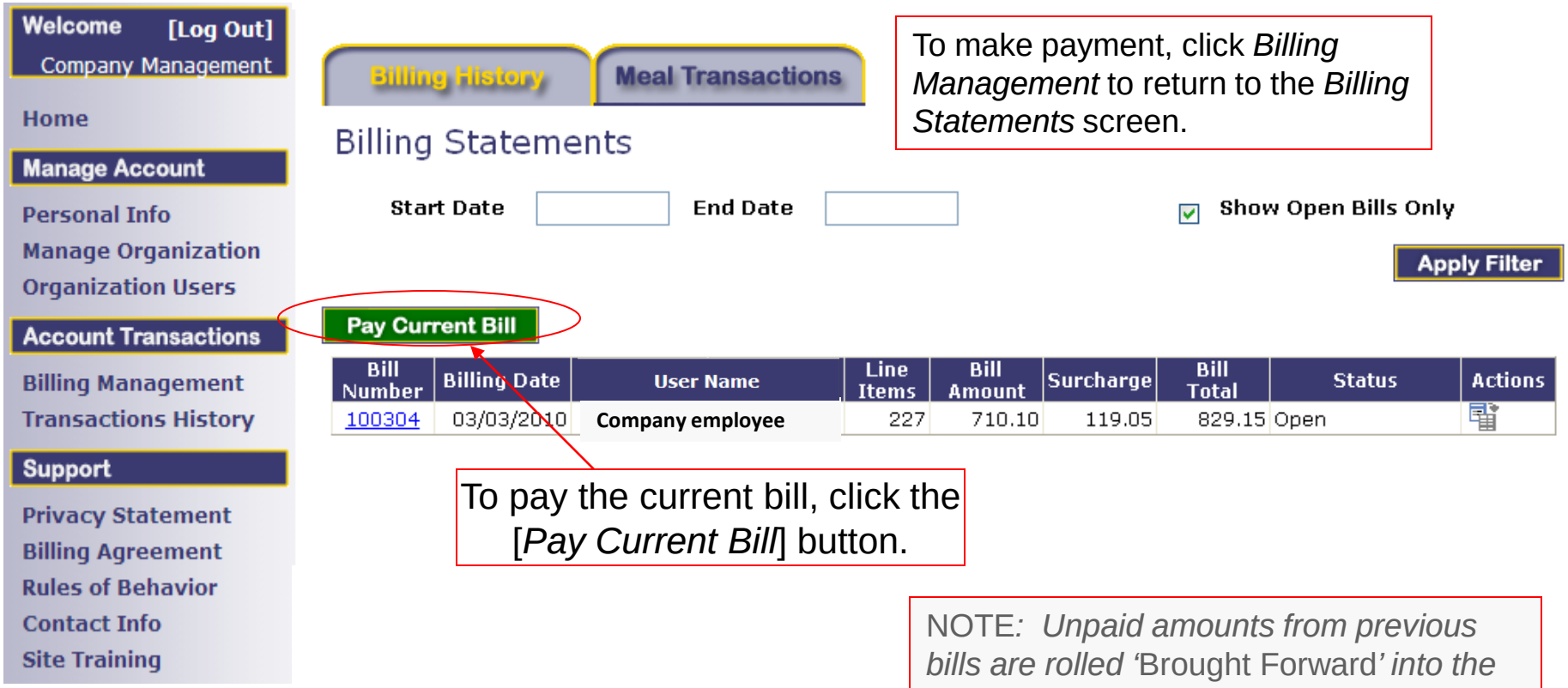
Corporate Billing – User Payments
Billing details review (cont.)

Billing Statement Details

Bill Number	Line	Ship	User	Transaction Date	Type	Bill Amount	Sur-charge	Bill Total	Action
100304	168	LCS-1	brown, ronnie	01/01/2010 12:00:00	Breakfast	1.95	0.35	2.30	
100304	169	LCS-1	brown, ronnie	01/01/2010 12:00:00	Lunch	3.65	0.60	4.25	
100304	170	LCS-1	brown, ronnie	01/01/2010 12:00:00	Dinner	3.65	0.60	4.25	
100304	171	LCS-1	brown, ronnie	01/02/2010 12:00:00	Breakfast	1.95	0.35	2.30	
100304	172	LCS-1	brown, ronnie	01/02/2010 12:00:00	Lunch	3.65	0.60	4.25	
100304	173	LCS-1	brown, ronnie	01/02/2010 12:00:00	Dinner	3.65	0.60	4.25	
100304	174	LCS-1	brown, ronnie	01/03/2010 12:00:00	Breakfast	1.95	0.35	2.30	
100304	175	LCS-1	brown, ronnie	01/03/2010 12:00:00	Lunch	3.65	0.60	4.25	
100304	176	LCS-1	brown, ronnie	01/03/2010 12:00:00	Dinner	3.65	0.60	4.25	
100304	177	LCS-1	brown, ronnie	01/04/2010 12:00:00	Breakfast	1.95	0.35	2.30	
100304	178	LCS-1	brown, ronnie	01/04/2010 12:00:00	Lunch	3.65	0.60	4.25	
100304	179	LCS-1	brown, ronnie	01/04/2010 12:00:00	Dinner	3.65	0.60	4.25	
100304	180	LCS-1	brown, ronnie	01/05/2010 12:00:00	Breakfast	1.95	0.35	2.30	
100304	181	LCS-1	brown, ronnie	01/05/2010 12:00:00	Lunch	3.65	0.60	4.25	
100304	182	LCS-1	brown, ronnie	01/05/2010 12:00:00	Dinner	3.65	0.60	4.25	
100304	183	LCS-1	brown, ronnie	01/06/2010 12:00:00	Breakfast	1.95	0.35	2.30	
100304	184	LCS-1	brown, ronnie	01/06/2010 12:00:00	Lunch	3.65	0.60	4.25	
100304	185	LCS-1	brown, ronnie	01/06/2010 12:00:00	Dinner	3.65	0.60	4.25	
100304	186	LCS-1	brown, ronnie	01/07/2010 12:00:00	Breakfast	1.95	0.35	2.30	
100304	187	LCS-1	brown, ronnie	01/07/2010 12:00:00	Lunch	3.65	0.60	4.25	
100304	188	LCS-1	brown, ronnie	01/07/2010 12:00:00	Dinner	3.65	0.60	4.25	

NOTE: *The* Billing Statement Details *screen lists each unpaid meal transaction, and associated meal cost (in column* Bill Total*) incurred by each company user.*

Corporate Billing – User Payments
Step 6 - Make Payment



To make payment, click *Billing Management* to return to the *Billing Statements* screen.

To pay the current bill, click the [*Pay Current Bill*] button.

NOTE*: Unpaid amounts from previous bills are rolled* 'Brought Forward' *into the current bill.*

NOTE*: If you feel your billing statement contains errors, contact the LST. See* Contact Info*, under* Support*.*

Corporate Billing – User Payments Pay.gov Details – ACH payment

The user is connected to the secure U.S. Treasury system called Pay.gov and offered a choice of payment methods: Bank account (ACH) or Credit Card.

To pay via **ACH**, fill in the required information, then click [*Continue with ACH Payment*].

Note: *to pay by* **Credit Card**, *skip this screen, go to next screen.*

Note: *No partial payments are allowed.*

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System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment Return to your originating application

Step 1: Enter Payment Information 1 | 2

This item is payable by Bank Account Debit (ACH) or Plastic Card (ex: VISA, Mastercard, American Express, Discover)

Option 1: Pay Via Bank Account (ACH) About ACH Debit

Required fields are indicated with a red asterisk *

Account Holder Name: *
Payment Amount: 829.15
Account Type: *
Routing Number: *
Account Number: *
Confirm Account Number: *
Check Number:

Note: *Clicking [Cancel], will void the payment attempt and return the user to the Beep and Eat website.*

Routing Number Account Number Check Number

⑆026946783⑆ 9243762390⑈ 1234

Payment Date: 03/04/2010
BillingAmount:

Select the"Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

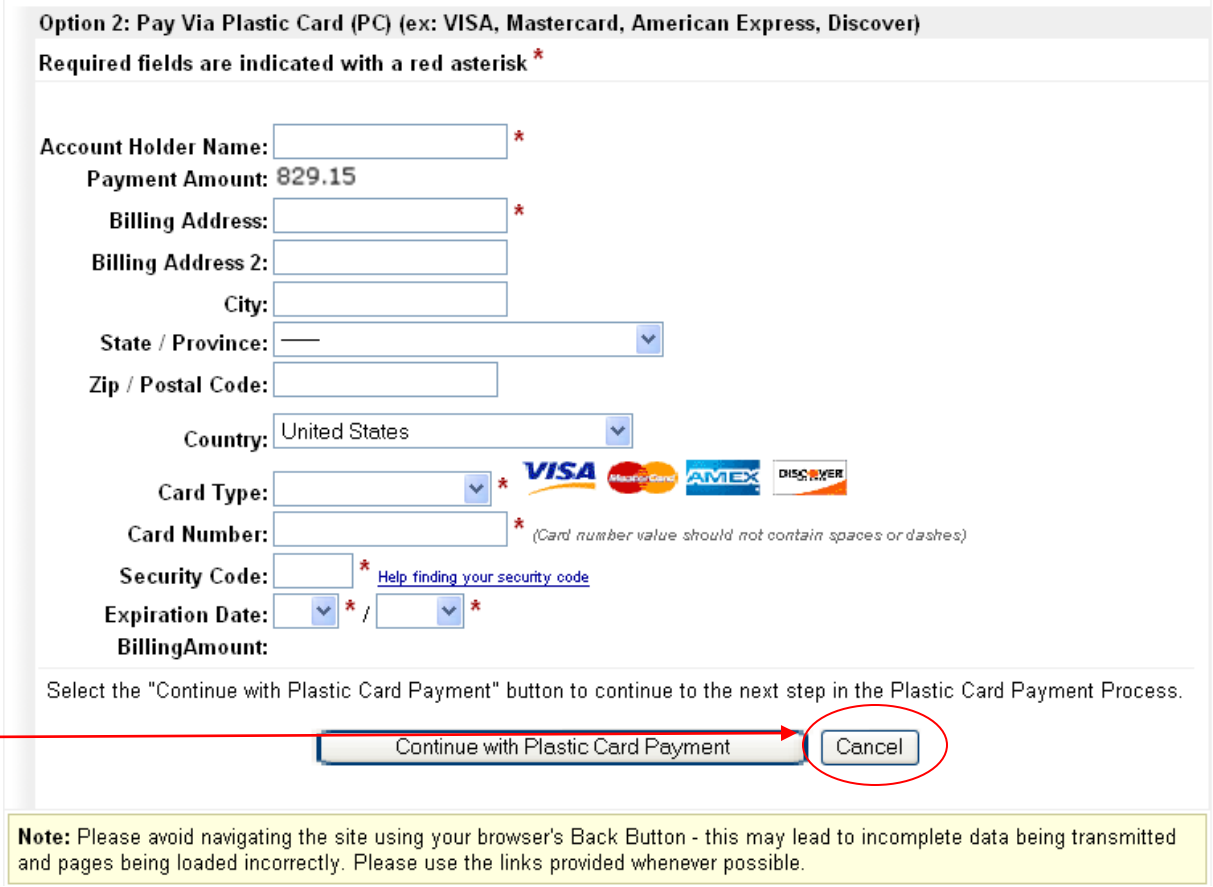
Continue with ACH Payment | Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Corporate Billing – User Payments
Pay.gov Details – Credit Card

To pay via **Credit Card**, fill in the required information, then click [*Continue with Plastic Card Payment*].

Note: *No partial payments are allowed.*



Note: *Clicking [*Cancel*], will void the payment attempt and return the user to the Beep and Eat website.*

Corporate Billing – User Payments Pay.gov Details – Credit Card

Confirmation screen. The user can enter an email address to receive a copy of the payment confirmation.

To finalize payment, place a check in the authorization box and click [Submit Payment].

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Online Payment Return to your originating application

Step 2: Authorize Payment 1 | 2

Payment Summary Edit this information

Address Information	Account Information	Payment Information
Account Holder Name: test	**Card Type:** Visa	**Payment Amount:** $829.15
Billing Address: test	**Card Number:** **********1111	**Transaction Date and Time:** 03/03/2010 09:33 EST
Billing Address 2:	**BillingAmount:**	
City: asdsa		
State / Province: PW		
Zip / Postal Code: 12311		
Country: USA		

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: *Separate multiple email addresses with a comma*

Authorization and Disclosure

Required fields are indicated with a red asterisk *

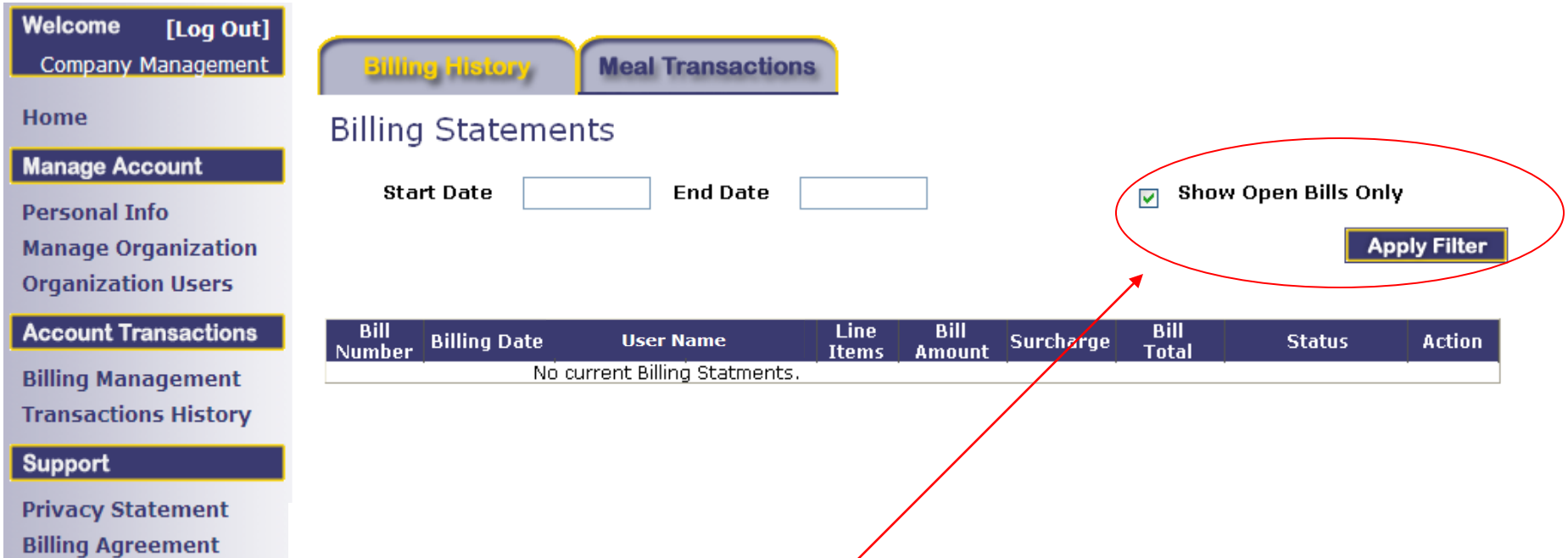
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment | Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Corporate Billing – User Payments Step 7



Once processed, the user is returned to the billing statement window and the bill is no longer listed.

To show the bill payment status, uncheck the *Show Open Bills Only* and click [*Apply Filter*].

Corporate Billing – User Payments Step 8

Welcome [Log Out]
Company Management

Home

Manage Account

Personal Info
Manage Organization
Organization Users

Account Transactions

Billing Management
Transactions History

Support

Privacy Statement
Billing Agreement
Rules of Behavior
Contact Info
Site Training

Billing History | Meal Transactions

Billing Statements

Start Date End Date Show Open Bills Only

Apply Filter

Bill Number	Billing Date	User Name	Line Items	Bill Amount	Surcharge	Bill Total	Status	Actions
100304	03/03/2010	Company employee	227	710.10	119.05	829.15	Pending Payment	

Note: *The bill's* Status *is* Pending Payment*. Payment is processed overnight. Successful bill payment will change the* Status *to Payment Closed.*

Corporate Billing – User Payments NOTE

- Company Admin (CA) receives email notification to pay bill.
- CA logs on to BEEP & EAT, reviews billing statement.
- CA is connected to U.S. Treasury's secure Pay.gov, chooses payment method, ACH or credit card, and submits payment.

- To dispute meal charges, the CA will contact the LST.
- All Pay.gov information is secure and maintained by the U.S. Treasury system (not BEEP & EAT).
- LST will follow up with all unpaid bills.
- Unpaid bill amounts are 'brought forward', and added to the most current bill amount.