



1-866-NUSS-GRP
507-780-1488
6300 US Hwy 63 S, P.O. Box 6699
Rochester, MN 55903

ePortal Instructions

June 2023

To our valued customers,

As you might be aware, Nuss Truck & Equipment has recently moved to a new enterprise accounting/transactions system, what we call “ERP”. As we have made this change, it is also necessary for our customers to use a different ePortal system to look up/pay invoices. These instructions detail how to access the new ePortal, along with some pointers on how to navigate the system.

If you should have any questions about the new ePortal, please do not hesitate to contact our Accounts team.

Thank you for your valuable time.

Regards,

Nuss Truck & Equipment
Accounts Team
accounts@nussgrp.com
507-780-1488

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How to access the new ePortal (as of June 2023)

From a browser, go to: <https://eportal.nussgrp.com>

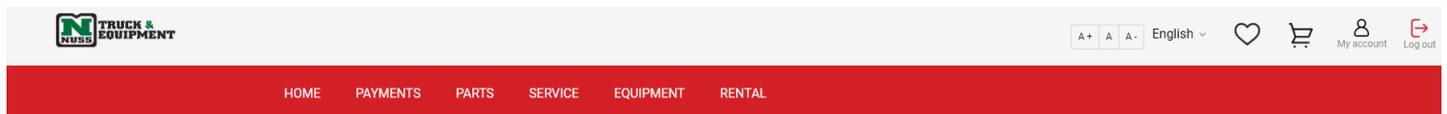
Click on **Log in** (located in the upper right corner of the screen).

For **Username** and **Password**, enter in the credentials that you were provided in the email that you received. If you did not receive or cannot find the email, please contact our Accounts Team.

*Note, if you would like to change your password: After logging into the system, click on **My Account** (located in the upper right corner of the screen), then click on **Change password**. Follow the prompts from that point.*

Navigation

Once logged into the ePortal, you will see a menu bar toward the top of the screen.



Under each menu section, you will find information that pertains to that area of the dealership. For instance, **Parts** would have information that pertains to the Parts Department, **Service** would have information that pertains to the Service Department, and so on.

Finding Orders and Invoices

It is necessary to navigate to each section of the ePortal to find Orders and Invoices for that area of the dealership. For instance, to find orders and invoices that pertain to the Parts Department, you would navigate to the **Parts** menu, and click **Orders** or **Invoices**. This is similar for the other areas.

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Making Payments

Similar to finding Orders and Invoices, Payments are also separated out by the area of the dealership. When making a payment for a Parts Invoice, you would navigate to **Payments** (or **Parts**), then click **Pay Parts Invoices**. Paying Service invoices would be similar, you would navigate to **Payments** (or **Service**), then click **Pay Service Invoices**.

Once you click into the **Pay (Parts, Service, or Rental) Invoices** screen, you will see all invoices that are available for payment.

Important note, if you have more than 12 invoices, please change **Display** to 48 per page. There is an issue when adding payments across multiple pages, where selections only apply to what is on the current page.

From here, you would **check** each invoice that you wish to add to the payment. Once you are ready, click **Pay Now**.

Pay Part Invoices

Q

Display 1 to 34 of 34 records Display per page

i Please select the invoices you would like to make full or partial payments to. **AMOUNT PAYABLE**
\$0.00 [Pay Now](#)

	Document Id SIP/8453	Order #	PO #	Invoice Date	Balance	Total Amount
<input type="checkbox"/>	Invoice #: PS0008721-1 Unpaid	PS0008721	JK221052	6/10/2023	\$1,157.35	\$1,157.35
<input type="checkbox"/>	Document Id SIP/8243 Invoice #: PS0008553-1 Unpaid	PS0008553	JK219948	6/10/2023	\$28.68	\$28.68
<input type="checkbox"/>	Document Id SIP/8227 Invoice #: PS0007147-2 Unpaid	PS0007147	RH221013	6/10/2023	\$138.23	\$138.23

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Next, you will see a confirmation screen, where you can **remove** payments selected in error, or change the **amount** you wish to pay on each invoice. When ready, scroll to the bottom of the page, and check the box for **UTA – ACH**. Next, click **Make Payment**.

Please enter the amount you would like to pay

Document Id	Invoice Amount	Balance	Amount	
SIP/8453 Invoice #: PS0008721-1 PO #: JK221052 Invoice Date: 6/10/2023	\$1,157.35	\$1,157.35	1157.35	<input type="checkbox"/>
SIP/8243 Invoice #: PS0008553-1 PO #: JK219948 Invoice Date: 6/10/2023	\$28.68	\$28.68	28.68	<input type="checkbox"/>

Payment Summary

Payment Currency: USD

Amount Payable: \$1,186.03

YOU SELECTED 2 INVOICE(S)

Select Payment Method

UTA - ACH
Please ensure to complete your payment transaction in 2 mins.

Make Payment **Cancel**

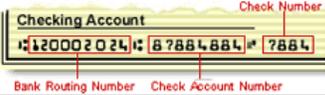
After clicking **Make Payment**, you will be taken to a secure payment portal that is hosted by UTA. A description of this process is found on the next page.

From the UTA payment screen, you will only need to enter in the following information to process the ACH payment:

- Bank Routing #
- Account Number
- Customer ID - *If this field displays on the form, please enter: 123*

Single Payment Entry

Date: _____
Customer Name: nusstruck

Customer ID (input: 123)	123	
Bank Routing #	*	
Account Number	*	
Check Type	<input type="radio"/> Business <input type="radio"/> Personal	Bank Routing Number Check Account Number
Payment Date	06/05/2023	
Payment Frequency	Single	
Number of Payments	1	
Amount	1.08	*
Name on Check		
Send Confirmation Email To		

Submit * = Required fields

When ready to authorize the payment, click **Submit**.

Once the payment instruction is successful, you will be taken back to the ePortal.

Thank You!

We are very thankful for your business! We also appreciate your understanding with working in the new ePortal. This is a work in progress, and there will be enhancements down the road. We hope to offer single payment capability in the future, so that you do not need to visit Parts and Service separately to make payments. We also hope to offer the ability to store your ACH banking details (if you should so choose), so that you do not need to enter them each time.

Thank you again!

Nuss Truck & Equipment
Accounts Team

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