

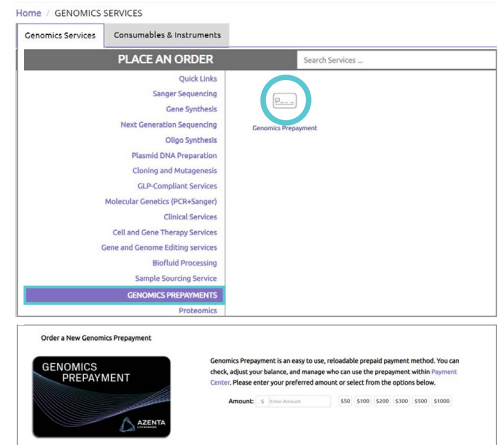
Creating and Using Genomics Prepayment



Genomics Prepayment is a payment method within Payment Center that you can create and use to pay for genomics services. It is a virtual prepayment method where the funds are determined and loaded by you. The prepayment information can be shared with others at your company to use as a payment method for genomics services.

Creating a Genomics Prepayment

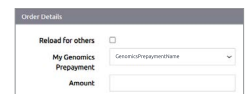
1. Click on “Genomics Prepayment” under “PLACE AN ORDER” and select the “Genomics Prepayment” icon. This will take you to the order form to create a Genomics Prepayment and load funds.
2. You can select the amount of money you would like to allocate to your Genomics Prepayment. You may choose from the options listed or type your preferred amount within the text box.
3. You can then add the order to cart and checkout using a PO or credit card.



Reloading a Genomics Prepayment

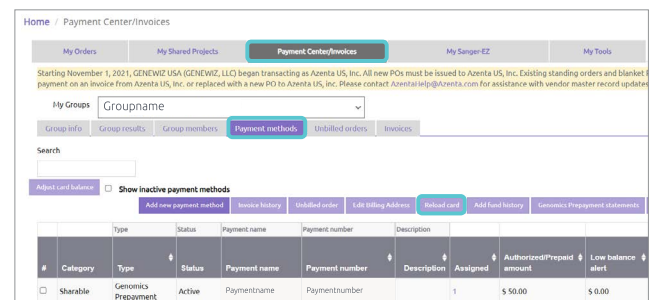
Once funds are depleted from your prepayment, you have the option to reload/add funds onto your Genomics Prepayment. There are two ways to reload/add funds to a Genomics Prepayment:

1. Click on “Genomics Prepayment” within “PLACE AN ORDER” and select the “Genomics Prepayment Reload” icon which will take you to the “Reload Order” form. Select the Genomics Prepayment you would like to reload, then enter your desired amount. Add the reloaded amount as an order to your cart and checkout using a PO or credit card.



OR

2. Navigate to Payment Center. Select “Genomics Prepayment” to reload/add. Then, click on “Reload Genomics Prepayment.” A pop-up will appear where you can enter your desired amount. Add the reloaded amount as an order to your cart and checkout using a PO or credit card.



Checking Out Using Genomics Prepayment

Once you have a Genomics Prepayment, you can use this prepayment to buy genomics services. When you get to the “Check Out” page of your genomics order, you will now have the option (in section 4) to choose “Genomics Prepayment” as your payment method or you can find your prepayment listed within the “Shared Payments” option.



1. Select “Genomics Prepayment” from the “Shared Payments” dropdown. You can click on the “Shared Payment” field and view all shared payment methods, including Genomics Prepayment, and select the one you would like to use to checkout.

OR

2. Enter your prepayment information directly. You will need to input the prepayment number and PIN.

Sharing a Genomics Prepayment

1. You can share the prepayment number and PIN with your lab members and they can enter them manually upon checkout. If your colleague enters your prepayment information for an order, they will automatically appear under the “Assign Member” window located within Payment Center.

OR

1. You can add this colleague as a member of your Payment Center group by navigating to “Group Members.” Then, click on the “Invite Colleague” button. Fill out the invitation form.
2. Once the invited colleague accepts your invitation, you will be able to assign the payment method to them under “Payment Methods.” Once shared with them, your colleague can select the Genomics Prepayment from the “Shared Payment” dropdown and will not have to enter anything manually.

Viewing Genomics Prepayment Statements

You can view your prepayment statements at any time within Payment Center.

1. Under the “Payment Methods” tab within Payment Center, select the checkbox to the far left of the prepayment you want to review. [Purchase card statements](#)
2. Click on the “Genomics Prepayment statements” button above the table.
3. You can switch between the prepayment you wish to view within the dropdown list.
4. From here, you can select a specific date range.
5. Click on the “Search” button when you are ready to view the results based on the criteria you have chosen.



For a list of FAQs, scan the QR code or visit web.genewiz.com/payment-center-faq#genomics-prepayment

