



**MASSACHUSETTS CUSTOMER PORTAL  
USER SIGN-UP FORM**

To Our Valued Customers:

In an effort to provide convenience and satisfy the needs of our customers, Horizon Beverage Company, Inc. has developed a new online payment portal for our customers. This new portal allows customers to review account balances, download or view invoices, review account history, apply credits and pay invoices online. Additional features allow customers with multiple accounts to access all of them with a single log-in. The portal also provides an easy method to contact your sales representatives.

To sign-up, simply provide us with the e-mail address for the individuals you are authorizing within your organization to have access to the Portal. An e-mail will be sent to each user alerting them of their user ID and password to access the web site. You may designate users as having one of two types of access: On-Line Payment access allows that user to pay invoices, apply credits and modify account settings including banking information. Read-Only Access allows that user to view account information, but they cannot authorize the payment or invoices, nor can they alter account information.

Once a user (who has On-Line Payment access) has logged in and selected an invoice(s) to pay, they will be prompted to input your company's bank account information. The bank information can be saved for future payments or used for one-time only. The system allows for multiple bank accounts per customer. All banking information is protected in compliance with applicable laws. Please note that Horizon Beverage will not have access to your bank account information and such information will not be stored on Horizon Beverage servers.

Please provide the contact information for the users you are authorizing access to the Portal, as well as their level of access (read-only access or online payment). Please request additional forms if the number of users is to exceed three.

PRIMARY

USER:       READ-ONLY ACCESS       ON-LINE PAYMENT ACCESS

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_

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USER2:       READ-ONLY ACCESS       ON-LINE PAYMENT ACCESS

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_

USER3:       READ-ONLY ACCESS       ON-LINE PAYMENT ACCESS

Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_

The under signed represents he/she is authorized to enter into this agreement, acknowledges responsibility for the individual(s) being authorized access and agrees to notify Horizon Beverage with any user changes to allow us to disable the users from future use.

Customer #: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(Authorized Officer or Principal)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

The completed form can be e-mailed to [HBCPortal@horizonbeverage.com](mailto:HBCPortal@horizonbeverage.com), faxed to (508) 286-9153, mailed to Horizon Beverage Co., 45 Commerce Way, Norton, MA 02766 or handed to your sales representative.

If you have any questions about this form, please contact Roni Viens - Credit Manager at (508) 587-1110 x4481.