



Ironmark Customer Portal
April 2025

Contents

Quick Pay, Option 1(Preferred)	3
Register for an Account, Option 2	5
• First Time Logging In	6
• Paying Invoices	8
Forgot Username, Password	10

Option 1 - Quick Pay Instructions – Preferred Option for Smaller, Less Volume Clients

To **pay without logging in**, go to the *Quick Pay* page. You will be asked for invoice numbers and a billing zip code. You can enter up to 10 Invoice numbers.

Quick Pay by Invoice Number(s)

To view all of your outstanding bills at once, you can simply [Register](#) or [Login](#).

Invoice #s – Enter Invoice #s that you wish to pay, up to 10 at a time.

10004011
10005011

Billing Zip – Enter the billing zip code for verification.

47150

Submit

When you have entered all the necessary information, click *Submit*.

You will be shown the invoices you have selected. Check the ones you want to pay. Enter your name and a valid email address, then click *Pay Selected*.

<input type="checkbox"/>	Invoice #	Description	Invoice Date	Terms	Due Date	Amount
<input checked="" type="checkbox"/>	10004011	Logo Design	07/01/24	Net 30	08/01/24	\$1000.00
<input checked="" type="checkbox"/>	10005011	Website Design	08/01/24	Net 30	09/01/24	\$1000.00

Total: \$2000.00

Billing Address:

Acme, Inc.
123 Main Street
New Albany IN, 47150

First Name – Enter your first name.

--

Last Name – Enter your last name.

--

Email Address – Enter your email address to receive a confirmation.

--

Pay Selected

You will be given a payment confirmation page. Confirm the invoice numbers and amount due. Select *Credit Card* or *Bank Transfer* then click *Pay Invoice*.

Make Payment

Invoice #: 398696011
Amount: \$1,472.00
Pay By: Bank Transfer - Includes a \$1.00 transaction fee.
 Credit/Debit Card - Credit will add a 3% transaction fee.
Total Due: \$1,473.00

IMPORTANT: If you run into any issues or receive any errors, DO NOT attempt a second payment. Immediately contact your Sales Representative for assistance.

Pay Invoice

You will be taken to a payment page. Fill out all information and click *Submit Payment*.

IRONMARK

Pay Invoice
Amount: 1,472.00 USD

Payment
PAYMENT CARD

Card Number *
..... Change Card

Expiration Date(MMYY) *
.....

CVV2 *
..... ?

Billing Address

Company
Ironmark

First Name
Ryan

Last Name
Weathers

Address 1 *
110 Security Parkway

City *
New Albany

State/Province *
IN

Postal Code *
47150

Receipt Email Address *
rweathers@ironmarkusa.com

Submit Payment

NOTE: Credit cards will add a 3% surcharge and ask for confirmation. If it does, check the confirm box and click *Continue*.

You will receive a confirmation message.

✔ Your payment of \$2060.00 was processed successfully. Your confirmation code is f5da31716d3f. Please save this for your records.

You will also receive a confirmation email.

Option 2: Create a Login / Register for Larger Volume Clients

To register an account, go to <https://pay.ironmarkusa.com/> and click *Register* in the navigation menu.

Register

Please provide the following information to register for this site.

Invoice #* – Enter any valid Invoice Number for your company.

Email Address* – Enter a valid email that matches your company domain.

First Name* – Enter your first name.

Last Name* – Enter your last name.

Username* – Enter a unique username, i.e. first initial and last name.
Must use only lowercase letters and numbers, no spaces.

Register

** Indicates a required field*

Fill out all fields to create an account.

- **Invoice #** - Enter a valid Invoice # for your company, this ensures you actually work for them
- **Email Address** – enter a valid email address, this must match the domain we have on file for your company
- **First Name** – enter your first name
- **Last Name** – enter your last name
- **Username** – enter a unique username using only lower-case letters and numbers

After entering this information, click *Register* to create your account.

First Time Logging In

You will receive your credentials via email from donotreply@ironmarkusa.com, similar to the one below.

John,

An account has been created for you on our website.

URL: <https://pay.ironmarkusa.com/>

Username: example

Password: password

This is a temporary password and will expire on your first login.

Thank you,

Ironmark

9040 Junction Dr

Annapolis Junction, MD 20701

888-775-3737

invoice@ironmarkusa.com

ironmarkusa.com

To log in, go to <https://pay.ironmarkusa.com/>, click *Login* in the navigation menu, enter your username and password in the login form and click *Login*.

Login

Please log in below with your username and password.

Username

Password

Keep me logged in

Login

On your first login, or after a password reset, you will need to change your temporary password.

Change Password

⚠ Your password has expired, please change it below.

New Password – Enter your new password.

Confirm New – Reenter your new password.

Change Password

Enter and confirm a new password. It will need to be at least 8 characters long. Then click *Change Password*.

Paying Invoices

To pay an invoice, go to the *Invoices* page. You will be given a list of your unpaid invoices.

Invoices

Please select the invoices you would like to pay below.

<input type="checkbox"/>	Invoice #	Description	Invoice Date	Terms	Due Date	Amount
<input type="checkbox"/>	10003011	Mailing	06/01/24	Net 30	07/01/24	\$1000.00
<input type="checkbox"/>	10004011	Logo Design	07/01/24	Net 30	08/01/24	\$1000.00
<input type="checkbox"/>	10005011	Website Design	08/01/24	Net 30	09/01/24	\$1000.00

Total: \$0.00

Pay Selected

Select the ones you want to pay and click *Pay Selected*.

Invoices

Please select the invoices you would like to pay below.

<input type="checkbox"/>	Invoice #	Description	Invoice Date	Terms	Due Date	Amount
<input checked="" type="checkbox"/>	10003011	Mailing	06/01/24	Net 30	07/01/24	\$1000.00
<input type="checkbox"/>	10004011	Logo Design	07/01/24	Net 30	08/01/24	\$1000.00
<input type="checkbox"/>	10005011	Website Design	08/01/24	Net 30	09/01/24	\$1000.00

Total: \$1000.00

Pay Selected

You will be given a payment confirmation page. Confirm the invoice numbers and amount due. Select *Credit Card* or *Bank Transfer* then click *Pay Invoice*.

Make Payment

Invoice #: 398696011
Amount: \$1,472.00
Pay By: Bank Transfer - Includes a \$1.00 transaction fee.
 Credit/Debit Card - Credit will add a 3% transaction fee.
Total Due: \$1,473.00

IMPORTANT: If you run into any issues or receive any errors, DO NOT attempt a second payment. Immediately contact your Sales Representative for assistance.

Pay Invoice

You will be taken to a payment page. Fill out all information and click *Submit Payment*.

Pay Invoice
Amount 1,472.00 USD

Payment
PAYMENT CARD
VISA, Mastercard, American Express, Discover
Card Number *
Expiration Date(MMYY) *
CVV2 *
Change Card

Billing Address
Company: Ironmark
First Name: Ryan, Last Name: Weathers
Address1: 110 Security Parkway
City: New Albany, State/Province: IN, Postal Code: 47150
Receipt Email Address: rweathers@ironmarkusa.com

Submit Payment

NOTE: Some credit cards will add a 3% surcharge and ask for confirmation. If it does, check the confirm box and click *Continue*.

You will receive a confirmation message.

Invoices

✔ Your payment of \$1030.00 was processed successfully. Your confirmation code is 07881c01f4e3. Please save this for your records.

Please select the invoices you would like to pay below.

<input type="checkbox"/>	Invoice #	Description	Invoice Date	Terms	Due Date	Amount
<input type="checkbox"/>	10004011	Logo Design	07/01/24	Net 30	08/01/24	\$1000.00
<input type="checkbox"/>	10005011	Website Design	08/01/24	Net 30	09/01/24	\$1000.00

Total: \$0.00

Pay Selected

You will also receive a confirmation email.

Forgot Username

If you have forgotten your username, click on *Forgot Username* in the navigation menu.

Forgot Username

Please provide the following information to request your username be sent to you.

First Name

Last Name

Email

Request Username

Provide your first name, last name and email address. Then click *Request Username*. If the information provided is correct, you will be emailed your username.

Forgot Password

If you have forgotten your password, click on *Forgot Password* in the navigation menu.

Forgot Password

Please provide the following information to request a new password be sent to you.

Username

Email

Request Password

Provide your username and email address. Then click *Request Password*. If the information is correct, you will be emailed a new password.