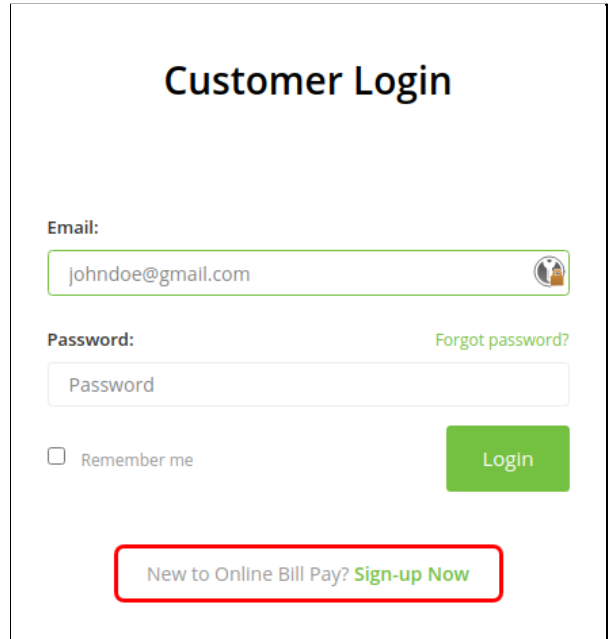


# Setup Your Optimal Ship Online Bill Pay

Please visit <https://portal.optimalship.com/> to set up your new Online Bill Pay account.

On the Customer Login Screen click the **Sign Up Now** link to begin creating your Online Bill Pay account.\*

*\* Please note that your existing login credentials for the Optimal Ship website will not work for the Online Bill Pay system.*



**Customer Login**

Email: johndoe@gmail.com

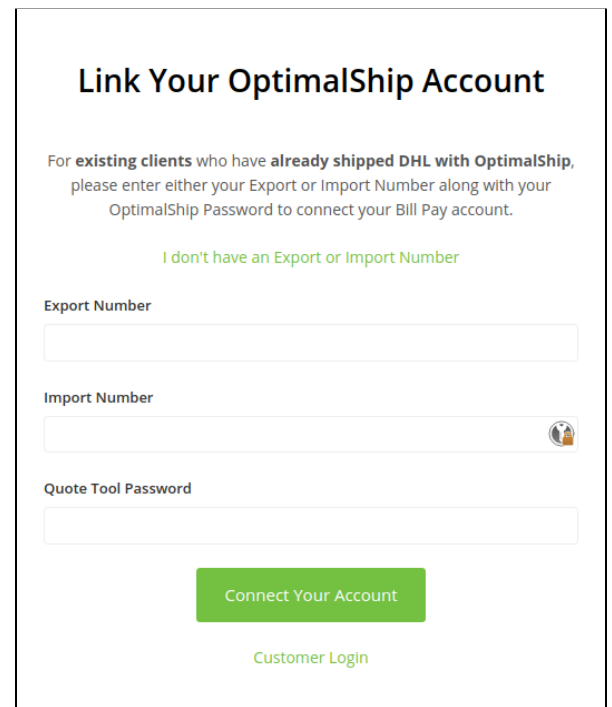
Password: Password [Forgot password?](#)

Remember me [Login](#)

New to Online Bill Pay? [Sign-up Now](#)

Link your current Optimal Ship Customer Account with the new Online Bill Pay system by entering your Export and/or Import account number AND your current Optimal Ship account password.\* Click **Connect Your Account** to continue.

*\* Please note that your default password is the last four digits of your phone number unless you have changed it.*



**Link Your OptimalShip Account**

For existing clients who have already shipped DHL with OptimalShip, please enter either your Export or Import Number along with your OptimalShip Password to connect your Bill Pay account.

[I don't have an Export or Import Number](#)

Export Number

Import Number

Quote Tool Password

[Connect Your Account](#)

[Customer Login](#)

Verify that your company information is correct. Add an email address, password, and agree to the terms to continue. Once you verify your details and click on Create Account you will be sent any email for confirmation.

Click the link in the email to activate your account. Once activated you can login to the Online Bill Pay System to view your account:

The screenshot shows the OptimalShip dashboard with the following data:

- SHIPMENTS All-Time:** 314
- RECENT SHIPMENTS Past 3 Months:** 15
- LAST PAYMENT:** May 24, 2021, \$200.32
- OUTSTANDING BALANCE:** \$3,206.40
- MY OPTIMAL REP:** Unknown

**Recent Shipping History:** A line graph showing a peak in shipments around May 2021.

**Recent Invoices:** A table with columns for INVOICE #, DATE, DUE DATE, Amount, and Open Balance.

INVOICE #	DATE	DUE DATE	Amount	Open Balance
██████	05/04/2021	05/25/2021	\$1386.07	\$1386.07
██████	05/17/2021	06/07/2021	\$479.00	\$479.00
██████	05/21/2021	06/11/2021	\$364.71	\$364.71

The Billing dropdown menu is located on the left side of our screen. Please use this menu to explore your account and navigate the Bill Pay System.

**For assistance, please contact:  
accountsreceivable@optimalship.com**

