

Do You Pay More than One Bill on PSN?

Here's how to "group" billing accounts...



Why group accounts? You will only have to log into PSN once and can then pay on multiple accounts rather than logging into each account separately. Saves a lot of time!

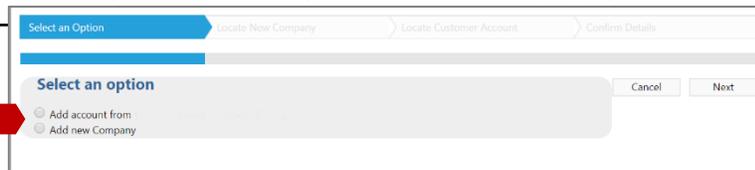
1 Log into the account you most frequently pay. (NOTE: If you have not registered on PSN yet, then register under the account you most frequently pay.) This will be your Primary Account. On the left navigation, select Manage Profiles.

- Make a Payment
- View Payment History
- View Payment Methods
- Manage Profiles
- Update Login Information

2 Select Add New Account.

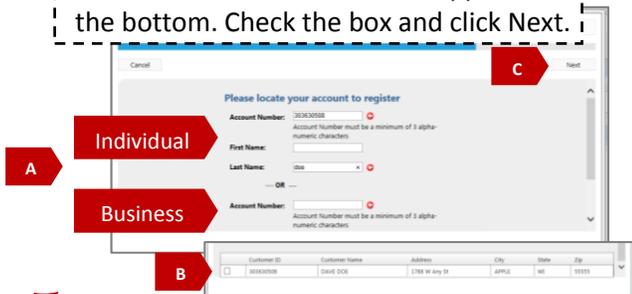


3 If you are adding an account from the business that you logged into, check Add Account from... If you are adding an account from a different business, select Add New Company. NOTE: You can only add new companies which accept payments through PSN. Click Next.



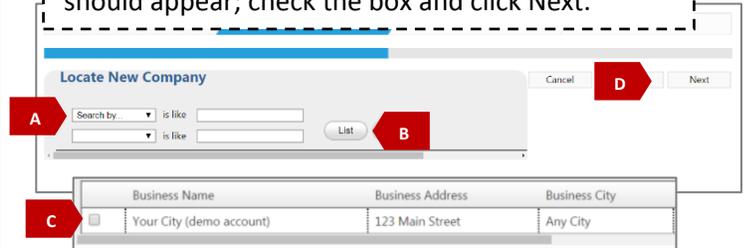
ADDING AN ACCOUNT FOR THE SAME BUSINESS

4 Enter Account Number and Name. Click Next. The account info should appear at the bottom. Check the box and click Next.

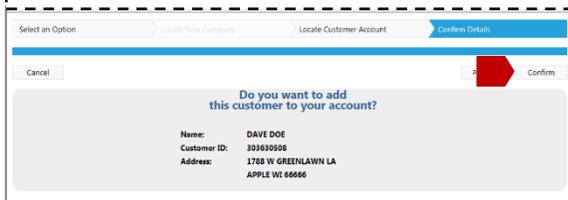


ADDITIONAL STEP FOR ADDING A DIFFERENT BUSINESS

In the Search by dropdown menu, select Company; then enter company; select List. The company should appear; check the box and click Next.



5 Make sure info is correct; then select Confirm.



Then follow Steps 4 & 5 for the SAME business.



If you would like PSN Customer Service Reps to group accounts for you, call 866-917-7368