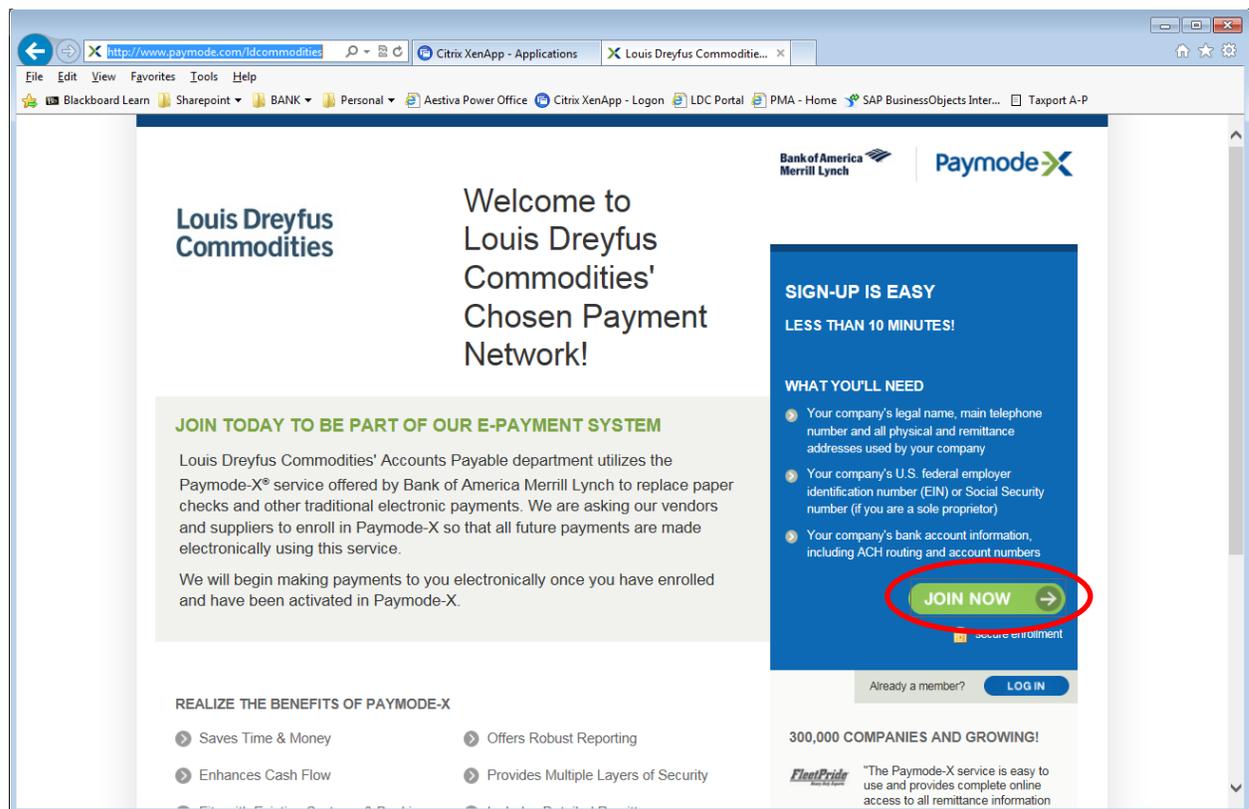


Step –by- step how to sign up for Paymode-X The setup will take approximately 30 days to process

Go to <http://www.paymode.com/ldcommodities>

Click on 



The next screen is Company & Bank Account

Enter the below information in the fields

Your Company's Legal Name – This should be the name listed on your W-9 and the name matching your Tax-ID

Your Company's Common Name – This should be the name listed on your invoice or your DBA.

Country – United States

Street Address/City/State, Zip – This should be your physical address.

Main Telephone Number – This is the number of the person that should be contacted with questions.

Main Fax Number – This is the fax number of the person that should be contacted with questions.

Corporate Tax ID – This is your EIN or Social Security number that would match your W-9.

D&B D-U-N-S Number – You do not need to enter this.

Promotional Code - You do not need to enter this.

Country of the Bank – United States

Transit Routing Number – This is your routing from your bank and should be printed on your checks.

The screenshot shows a web browser window with the URL <https://secure.paymode.com/pi>. The page title is "Paymode Vendor Network Enrollment". The browser's address bar shows "Citrix XenApp - Applications" and "Paymode-X Enrollment: Co...". The page has a navigation bar with "Company & Bank Account", "Create Paymode-X Account", and "Confirmation". The "Company & Bank Account" section is active. It contains a "COMPANY INFORMATION" section with fields for "Your Company's Legal Name", "Your Company's Common Name", "Country" (set to "United States"), "Street Address 1", "Street Address 2", "Street Address 3", "City/Town", "State/Province" (set to "-- Please Select --"), "ZIP/Postal Code", "Main Telephone Number", "Main Fax Number", "Corporate Tax ID", "D&B D-U-N-S Number", and "Promotional Code". There is also a "PRIMARY BANK ACCOUNT INFORMATION" section with a "Country of the bank" dropdown set to "United States" and a "Next" button. On the right side, there are sections for "PRIVACY AND SECURITY" (with links to "Paymode-X Terms of Use" and "Paymode-X Policies"), "BENEFITS OF PAYMODE-X" (listing "Saves time and money", "Enhances cash flow", "Fits with existing systems and bank practices", "Offers robust reporting", "Provides multiple layers of security", and "Includes detailed remittance information"), and "250,000 companies & growing!" (with testimonials from Atlas Water and Hobart Services).

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Click

After you hit next the screen will expand displaying the bank information associated with the routing number (Please confirm this is the correct bank) The bank account field will also appear.

Bank Account Number - This is your account number that you receive from the bank or appears on your checks.

Country of the bank

Transit Routing Number 322271627

Your bank J.P. MORGAN CHASE BANK, N.A.
10430 HIGHLAND MANOR DRIVE
TAMPA 33610

Bank Account Number 1234561234556

Then click

After you hit next this time the screen will expand again displaying Bank Account Description and Currency

Bank Account Description – This is what ever reference you would like in case you have more than one bank.

Currency - USD

Bank Account Description

* Currency

Click

This will take you to the Create a Paymode-X Account screen

Enter the below information in the fields

Paymode-X Account Name – The first section will generally auto fill but can be changed if you would like. This is the only account information we will be informed of. There must be a Prefix and Suffix and both much are 3-12 characters long. (ex. LOUISDREY.ACCTRECV)

* Paymode-X Account Name . name.

National Provider Identification (NPI) – you do not need to enter anything here.

Add Remittance Addresses – Here is where you should enter all address in which you use, and the payment should be deposited to this bank account. If you need to add more than one, hit [Add Another Address >](#) and you can enter more.

PAYMODE-X ACCOUNT INFORMATION * = required field

Create a Paymode-X Account Name

The Paymode-X account name identifies your company within the Paymode-X network, on Paymode-X reports, and on bank statements. The Paymode-X account name consists of a prefix and a suffix.

The prefix and suffix must each be 3 to 12 characters in length, and cannot include spaces, punctuation marks or other special characters. We have suggested a prefix for your account name, but you can change it.

* Paymode-X Account Name .

* Paymode-X Account Common Name

National Provider Identification (NPI)

Add Remittance Addresses

To ensure that you receive as many payments as possible from Paymode-X members, please enter all remittance addresses used by your company. Paymode-X members use this information to identify your company when making payments.

* Street Address 1

Street Address 2

Street Address 3

* City/Town

* Country

* State/Province

* ZIP/Postal Code

The next section is YOUR INFORMATION

Enter the below information in the fields for the person that is completing the enrollment.

First Name	Phone
Last Name	Email Address
Title/Position	Confirm Email

YOUR INFORMATION

As the person enrolling your company in the Paymode-X network, you are automatically assigned the Paymode-X Administrator privilege. This allows you to create additional Paymode-X accounts, and to add other users and bank accounts to your membership. You can change this designation after your membership has been activated.

* First Name	<input type="text"/>						
* Last Name	<input type="text"/>						
* Title/Position	<input type="text"/>						
* Telephone	<table><tr><td>Country Code</td><td>Number</td><td>Ext.</td></tr><tr><td>US 1</td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Country Code	Number	Ext.	US 1	<input type="text"/>	<input type="text"/>
Country Code	Number	Ext.					
US 1	<input type="text"/>	<input type="text"/>					
Additional Telephone	<table><tr><td>Country Code</td><td>Number</td><td>Ext.</td></tr><tr><td>US 1</td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Country Code	Number	Ext.	US 1	<input type="text"/>	<input type="text"/>
Country Code	Number	Ext.					
US 1	<input type="text"/>	<input type="text"/>					
* E-mail Address	<input type="text"/>						
* Confirm E-mail	<input type="text"/>						

Next comes Security Information

This is to give you a log in to be able to change information if needed or you can see a list of all payments ever made.

Create a Password
Create a Password Hint
Create a Security Question & answer

SECURITY INFORMATION

Create a Password
Your password must be a combination of letters and numbers 8 to 15 characters in length. The password is case-sensitive and cannot contain spaces.

* Password	<input type="password"/>
* Confirm Password	<input type="password"/>

Create a Password Hint
If you forget your password, you can request that we send this password hint to you to help you remember it.

* Password Hint	<input type="text"/>
-----------------	----------------------

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Click [Review Summary & Submit](#) →

This will take you to the confirmation screen

Please review all information and agree to the Terms. (you have to open the document to be able to agree to the terms by clicking on HTML or PDF.)

View the Network Terms of Use: [HTML](#) | [PDF](#)

- I have read and agree to the Network Terms of Use, and I am an officer or employee of my company who is authorized to agree to the Network Terms of Use on behalf of my company.
- I want to e-mail the Network Terms of Use to an individual authorized to accept it on behalf of my company.
- I do not agree.

Confirmation

VERIFY YOUR COMPANY & BANK ACCOUNT INFORMATION [edit](#)

Company Information	Primary Bank Information
Your Company's Legal Name: gdgafdg	Bank Name: J.P. MORGAN CHASE BANK, N.A.
Your Company's Common Name:	Bank Routing Number: 322271627
Corporate Tax ID: 454545457	Bank Account Number: 1234567891321032
D&B D-U-N-S Number:	Bank Account Description:
Address: United States ffsafsaf kc, MO 64010	Currency: USD
Main Telephone Number: +1 816-555-5555	
Main Fax Number: +1 816-555-5555	

VERIFY YOUR PAYMODE-X ACCOUNT & PERSONAL INFORMATION [edit](#)

Paymode-X Account Information	Your Information
Paymode-X Account Name: gdgafdg.fasfef	First Name: Megan
Paymode-X Account Common Name: dfafdsafsaf	Last Name: Dykeman
National Provider Identification (NPI):	Title/Position: Accounts Payable Associate
Remittance Addresses: United States ffsafsaf kc, MO 64010	Telephone: +1 816-412-2718
	Additional Telephone:
	E-mail Address: megan.dykeman@ldcom.com

AGREE TO PAYMODE-X NETWORK TERMS OF USE

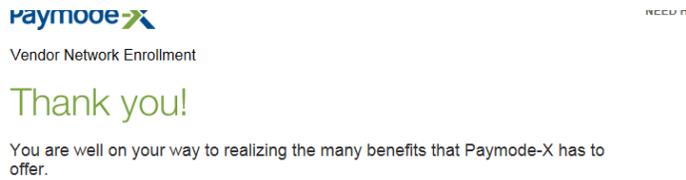
View the Network Terms of Use: [HTML](#) | [PDF](#)

- I have read and agree to the Network Terms of Use, and I am an officer or employee of my company who is authorized to agree to the Network Terms of Use on behalf of my company.
- I want to e-mail the Network Terms of Use to an individual authorized to accept it on behalf of my company.
- I do not agree.

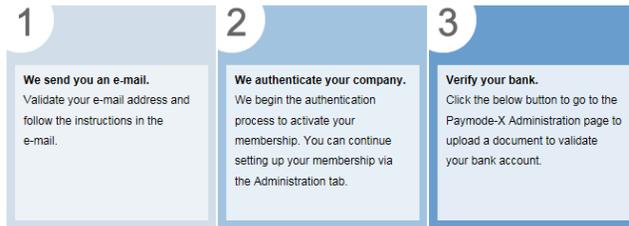
Click [Submit Application](#) →

Louis Dreyfus Commodities

The next Window looks like this



WHAT HAPPENS NEXT?



[Upload Bank Validation Documentation →](#)

Click

[Upload Bank Validation Documentation →](#)

Here you will see the below information, you will need to scan in a copy of a voided check or bank statement. Paymode will be using this solely to verify the bank information you provided matches the company you are claiming to be.

Upload Document

To expedite bank account validation, upload a document then choose document type.

Select one file from your computer

Choose Document Type *
Voided Check

Choose Bank Account *
Please select

Upload Cancel

Once all Documents are upload and verified you will receive an email confirmation from Paymode saying your account is active.

- If documentation doesn't match what is inputted in to Paymodes' website, Paymode will reach out to your asking for clarification or more documentation.