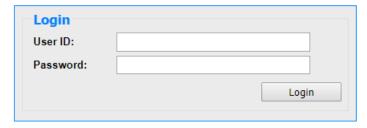
#### **JMA ONLINE GUIDE**

Using your browser of choice head to <a href="https://www.jmacreditcontrol.com.au/">https://www.jmacreditcontrol.com.au/</a> and select Client Log-In

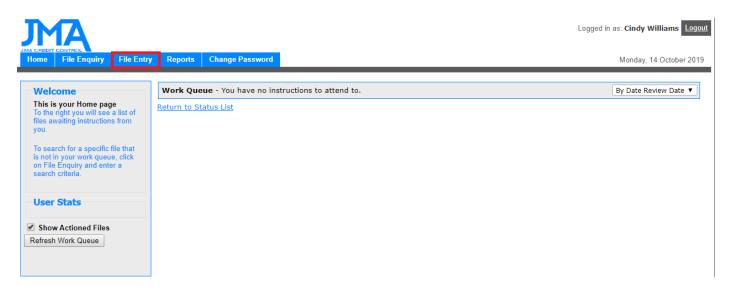




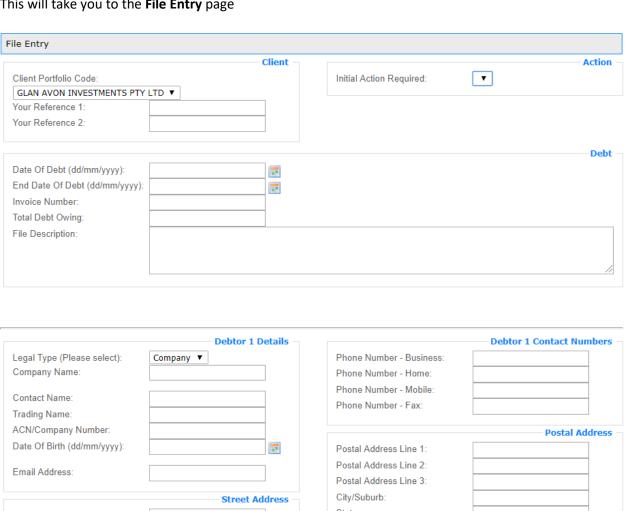


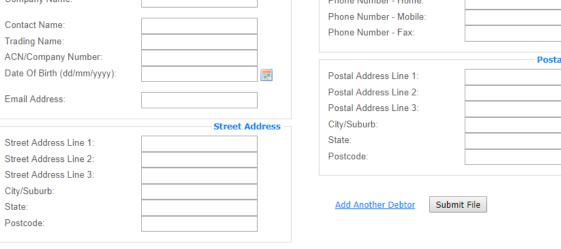
Enter your User ID and Password which has been sent to you in your JMA Introduction email. **PLEASE NOTE:** login is CASE SENSITIVE

# Select File Entry at the top of the page



# This will take you to the File Entry page





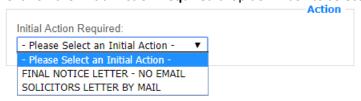
## **Client**



Your Reference 1 and Your Reference 2 – enter your reference number which relates to this matter (If Applicable)

#### **Action**

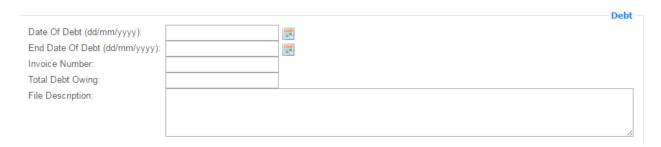
Click on the Initial Action Required drop down box to select the action you would like us to take for you



PLEASE NOTE: If no selection is made here no letter will be queued.

Please ensure you select an initial action.

## **Debt**



Date of Debt (dd/mm/yyyy) – enter the date of the *first/earliest* invoice that is outstanding End Date of Debt (dd/mm/yyyy) – enter the date of the *last* outstanding invoice or leave blank if only one invoice owing (*If Applicable*)

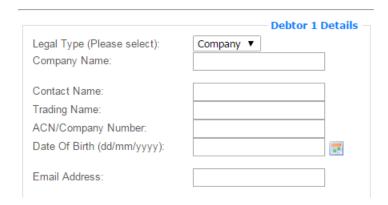
**Invoice Number** – enter number of the outstanding invoice (Optional)

**Total Debt Owing** – enter the <u>total of all</u> invoices owing

File Description – enter any additional information that you think may assist us (Optional)

<u>PLEASE NOTE:</u> If you have multiple invoices owed by one debtor you only need to submit the file **once for the total amount outstanding**.

## **Debtor 1 Details - Company**



**Legal Type** – select *Company* 

Company Name – enter the name of the company

**Contact Name** – enter the name of the contact at the company (Optional)

**Trading Name** – enter the trading name if it differs to the company name (If Applicable)

**ACN/Company Number** – enter debtors ACN if you have it (Optional)

**Date Of Birth (dd/mm/yyyy)** – enter DOB for debtor (Optional)

Email address – enter any email addresses you have for debtor (Optional)

# <u>Debtor 1 Details – Individual</u>

	Debtor 1 Details
Legal Type (Please select):	Individual ▼
Persons Last Name:	
5	
Persons First Name:	
Trading Name:	
ACN/Company Number:	
Date Of Birth (dd/mm/yyyy):	PE
Email Address:	

**Legal Type** – select *Individual* 

Persons Last Name – enter debtors surname

Persons First Name – enter debtors first name

**Trading Name** – enter the trading name if debtor has a trading name (If Applicable)

ACN/Company Number – enter debtors ABN (If Applicable)

Date Of Birth (dd/mm/yyyy) – enter DOB for debtor (Optional)

Email address – enter any email addresses you have for debtor (Optional)

## **Street Address**



Street Address Line 1 - enter street address

Street Address Line 2 and Street Address Line 3 – enter additional lines of address if needed (Optional)

City/Suburb – enter suburb

**State** – enter state

Postcode - enter postcode

## **Postal Address**



**Postal Address Line 1** – enter Postal address <u>if different to street address</u>

Postal Address Line 2 and Postal Address Line 3 – enter additional lines of address if needed (Optional)

City/Suburb – Enter suburb

State – enter state

Postcode – enter postcode

<u>PLEASE NOTE:</u> If you do not have a postal address you can leave this section blank It is not necessary to enter anything in the Postal Address fields.

## **Debtor 1 Contact Numbers**

	—— Debtor 1 Contact Numbers
Phone Number - Business:	
Phone Number - Home:	
Phone Number - Mobile:	
Phone Number - Fax:	

Phone Number – Business – enter business contact number for debtor (Optional)

**Phone Number – Home** – enter home contact number for debtor (Optional)

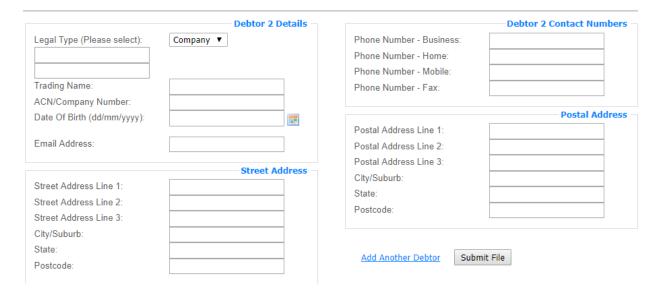
Phone Number - Mobile - enter mobile contact number for debtor (Optional)

**Phone Number – Fax** – enter fax contact number for debtor (Optional)

## If you have more than one debtor select Add Another Debtor



## Complete details for second debtor



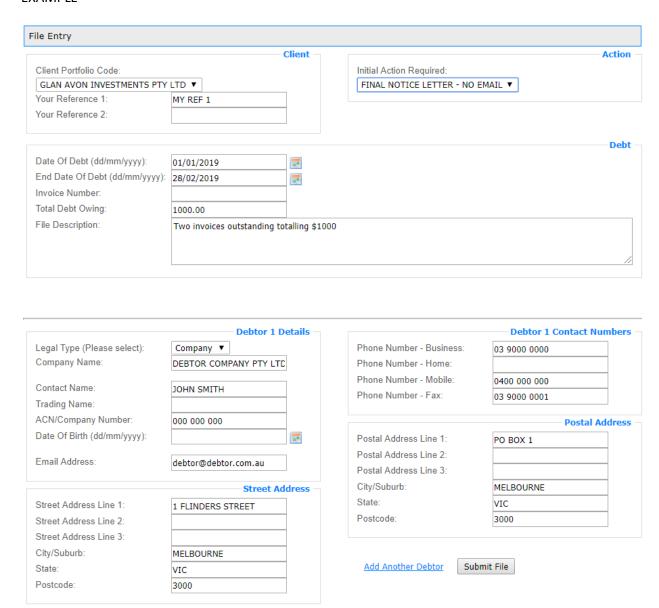
If you only have one debtor for the file you're entering you can then click Submit File



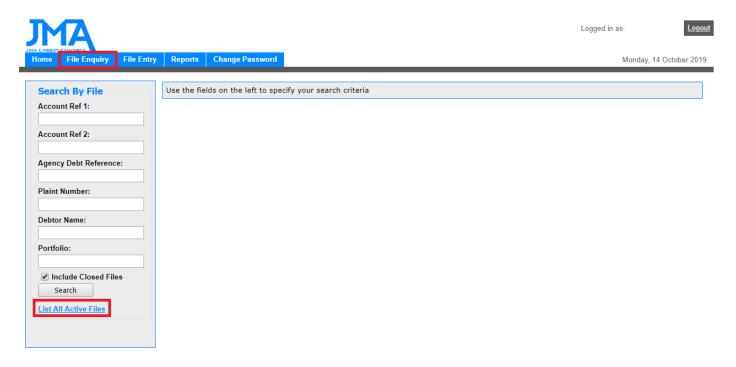
Once you click **Submit File** a pop up will appear confirming and advising of JMA's file reference number –



#### EXAMPLE -

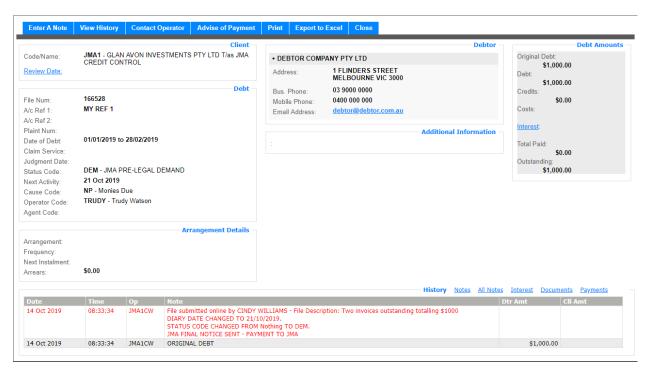


To view your open accounts click File Enquiry and then click List All Active Files



#### Select the File Number to open and bring up an overview of the file

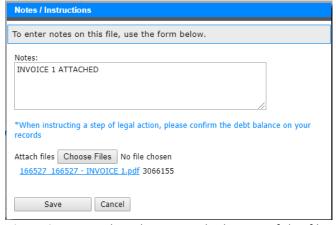




On this screen you can select the tabs at the top to complete various actions

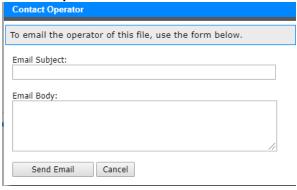


Enter A Note - Select this to enter a note or to attach documents to the file -

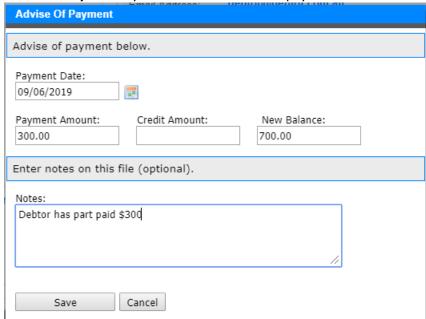


View History – select this to see the history of this file

**Contact Operator** – select this to send an email to the operator of the file



Advise of Payment – you can enter details of a payment or credit in this screen



**Print** – select to print out the page with details of the debt **Export to Excel** – select to email an Excel version of the file to you

