

Heartland Hub: Agency Account/Billing

- If you would like access to pay invoices/statements at the Agency level, for all your program accounts please contact [Agency Customer Service](#) for access.
- Agency account access on Heartland Hub will show ALL program invoices under the agency account and statements can be generated/paid at the agency level.

| | |
|--------------------------------|---|
| Select Agency Account..... | 1 |
| Invoices | 2 |
| Monthly Statements | 3 |
| Credit/Debit Card Payment..... | 7 |
| ACH Payment | 7 |

Go to [Heartland Hub](#)

- Click on the hyperlink above, or here: <https://heartlandhub.2harvest.org>
- [How to Log in](#)

Select Agency Account

After logging in select, the agency from the drop-down menu on the upper right-hand side.

After selecting the agency, click on Program Account.



Invoices

To view/pay invoices click on the invoices section on the left-hand side of the screen.

This section will show the individual invoices for all programs under the selected agency.

- [Click here](#) for instructions on how to pay invoices



[Home](#) [New Order](#) [Program Account](#)

UNSUBMITTED ORDERS

ORDER HISTORY

INVOICES

STATEMENTS

RETURNS POLICY

SERVICE STATISTICS ▼

REPORTS ▼

Monthly Statements

To generate/pay statements click on the statements section on the left-hand side of the screen.



[Home](#) [New Order](#) [Program Account](#)

UNSUBMITTED ORDERS

ORDER HISTORY

INVOICES

STATEMENTS

RETURNS POLICY

SERVICE STATISTICS ∨

REPORTS ∨

View/Pay Statement

Print a Statement

Required *

Statement date *

Start date (optional)

- Print in customer's locale
- Show only Open Transactions
- Consolidated Statement

Download as PDF

Email

To view/print/pay a statement enter the last day of the month you wish to view in the statement date field.

- E.g., To view the statement for March 2022, enter March 31, 2022, in the statement date field.

Click the check box for “consolidated statement” - this will bring up all program invoices for the selected month.

Your statement will include all invoices and credits for the month selected, as well as any unpaid invoices from prior months.

- Select “Show only open transactions” if you only wish to include UNPAID invoices in your statement.

Click **Download as PDF** to continue to the payment portal or to download the statement for saving/printing.

On the final page of the PDF there is a “click to pay now” button that you can click to pay the statement or select invoices on the statement via credit/debit card or direct bank deposit (ACH).



Second Harvest Heartland
 7101 Winnetka Ave N
 Brooklyn Park MN 55428
 United States

Statement

3/31/2022


Billing Address
 ABC Food Shelf
 123 Main St
 City MN 55116
 United States

| | | | | | Amount Due |
|----------|-----------------|------------|------------|--------------|------------|
| | | | | | \$486.21 |
| Date | Description | Charge | Payment | Balance | |
| 3/2/2022 | Invoice #INV109 | \$486.21 | | \$486.21 | |
| Current | 1-30 Days | 31-60 Days | 61-90 Days | Over 90 Days | Amount Due |
| \$0.00 | \$486.21 | \$0.00 | \$0.00 | \$0.00 | \$486.21 |



After clicking “click to pay now” you will be brought to the payment portal.

Here you will see a summary of invoices during the selected month, as well as any unpaid invoices from previous months.



ABC Food Shelf

test@2harvest.org

[+ View](#)

| | |
|--|---------------|
| <input type="checkbox"/> Invoice #INV109 | \$486.21 |
| Total Payment | \$0.00 |


Payment

Payment Method

To view more detail about any of the invoices click the + button next to view:

| | |
|--|----------------|
|  View | |
| <input type="checkbox"/> Invoice #INV147 | \$88.13 |
| <hr/> | |
| Total Payment | \$88.13 |
| <hr/> | |
| Payment | |
| Payment Method _____ | |

To pay invoices from the statement check the box next to each invoice you would like to pay:

| | |
|--|----------------|
|  View | |
| <input checked="" type="checkbox"/> Invoice #INV147 | \$88.13 |
| <hr/> | |
| Total Payment | \$88.13 |
| <hr/> | |
| Payment | |
| Payment Method _____ | |

As invoices are selected for payment the "total payment" amount will reflect the payment amount.

You can select to pay via credit/debit card or ACH.

Credit/Debit Card Payment

Payment Method

Credit Card

*Card Number

*Expiration Date

01

2022

*CVV

Billing Address

*First Name:

*Last Name:

*Address:

*City:

*State/Province:

*Postal Code:

*Country:

ACH Payment

Payment Method

Personal Bank Account (ACH)

*Bank Account #

*Bank Routing #

Billing Address

*First Name:

*Last Name:

*Address:

*City:

*State/Province:

*Postal Code:

*Country:

By clicking Submit and authorizing this transaction, customer agrees that merchant may convert this transaction into an Electronic Funds Transfer (EFT) via ACH transaction and to debit this bank account for the amount specified.
Additionally, in the event this EFT is returned unpaid, a service fee, as allowable by law, will be charged to this account via EFT or ACH.
In the event you choose to revoke this authorization, please do so by contacting the merchant directly.
Please note that processing times may not allow for revocation of this authorization.

Your agency may also pay via check to Second Harvest Heartland.