agil**i**ti.

To access BillTrust elnvoice Connect, please visit: www.agilitihealth.com

- In the Upper right corner, click [Login]
- From the dropdown, click [Agiliti Invoices]

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Agilitihealth.com

1. Click [Sign Up Now] on the main sign-in screen to enroll in elnvoice Connect,



You will be taken to the Sign Up With elnvoice Connect screen (below).

2. Create your Username and Password.

The first person to enroll for your facility is the Admin.

Sign Up With elnvoice Connect		Already Have an Account?
*All fields are required unles	s otherwise indicated as "optional"	Sign In
User Information	- H _ J J H J J	16
Enter your full name and em	all address, then create a user name and passwo	rd for your account.
Name:	Sally Summer	
Email Address:	sally.summer@testhosp.com	
User Name:	sstesthospap	
Password:		
Confirm Password:		

elnvoice Connect Log-in Screen



3. Enter the Customer Number (BILL TO) and Enrollment token located on your most recent invoice or statement in the Account Information questions.

Account Information To verify your account, enter	r your account number along with the enrollment to	oken found on your bill.			
Customer Number:	123456				
Enrollment Token:	RFQ FWR FFM				
		RENTAL IN	OICE		
a	siliti ?	INVOICE NO.	03/26/2024	END DATE 04/25/2024	1 of 3
C C		INVOICE DATE	DUE DATE	PO NU	MBER
Agiliti H	lealth, Inc.	04/28/2024	05/28/2024		
11095 Eden F	Viking Drive, Suite #300 Irairie, MN 55344		INVOID	E SUMMARY	

6,477.11

534.35

7,011.46

https://agilitihealth.billtrust.com

REO EWR EEM

Invoice Subtotal

+ Taxes

TOTAL DUE

TO VIEW ONLINE GO TO:

USE THIS ENROLLMENT TOKEN

4.	Provide	three	security	questions	and	answers.
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BILL TO: 123456

The dropdowns offer several question options.

ecurity Question 1:	What is your favorite hobby?	+
nswer 1:		
Security Question 2:	Who is your favorite athlete?	+
Answer 2:		
Security Question 3:	Where was your mother born?	+
nswer 3:		
Stop Sending Mail (Che	ck here if you would like us to stop mailing y	our pap
I agree to the Subscriber	Agreement	

Remember to check **I agree to the Subscriber Agreement**



5. Click [Sign Up]

6. After signing up, you will receive an activation email with a link (check your junk folder).

- Click the link in the email.
- This will take you to the sign-in screen.
 - Sign-in using the User Name and Password you set up during enrollment.
 - o Continue to use these credentials whenever you access elnvoice Connect.

You are not done yet! You must activate your account first.			
An email has been sent to sally summer@testhosp.com.			
Once you receive the email, follow the instructions in it to activate your account. Once you activate your account, you can sign in to elnvoice Connect and access your bills.			
Note: If you cannot find the activation email, check your filters and spam settings to make sure that it was not blocked.			
Return to Sign In			

7. Navigate the site:

Below is your main screen in elnvoice Connect. From here, you can:

- View your Open (Unpaid) Invoices.
- View Closed Invoices.
- View your Payment History.
 - This will only reflect payments made in elnvoice Connect.
- Manage your settings.