

Registration

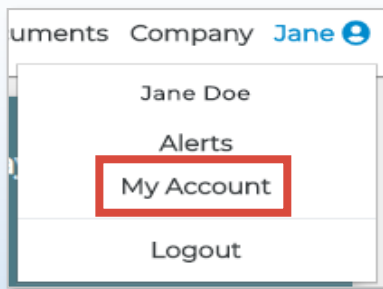
1. Open the *Welcome to eRocks* email.
2. Click the **Register** button in the email.
3. Update Security Information (Password and Security questions). You can update your email address if you like on this page or in profile once you log in.
4. Click **Complete Registration**

Login

1. Enter username (this is the email address that received the registration email).
2. Enter password (case sensitive).
3. Click **Login**
4. On the Dashboard, view **Account Summary, Order Status, Tickets last 30 days**, current open **Invoices** amount, **Statements** current open amount, **Haul Vouchers last 7 days** (only if you are a hauler), and **Global Search**.
5. Click the Martin Marietta logo to return to the Dashboard.

Modify Account

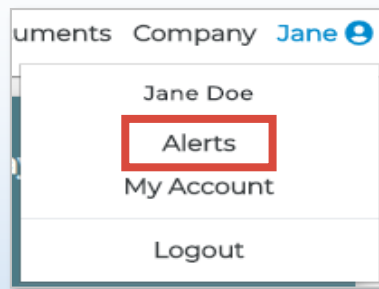
1. Click your name at top left hand corner, then click My Account



2. Modify **Profile Information** (Name, email, and phone number), Reset Password, and choose update Security Questions.
3. Click **Update** at the bottom of each section to save modifications.

Modify Alerts

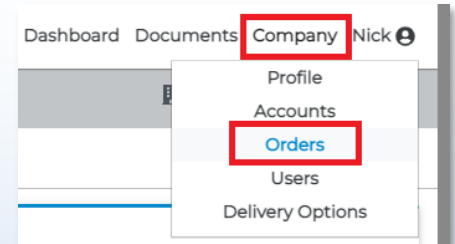
1. Click your name at top left hand corner, then click Alerts




2. Modify each subscription by checking the box
3. Multiple emails addresses can be set for each subscription type.
4. Click **Save**


View / Print Orders

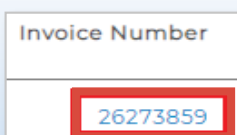
1. Hover over Company and click Orders



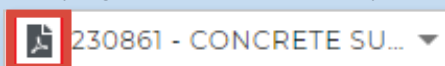
2. Search for orders by entering Job name, Job ID or date. Then click **Search**
3. To view / print an order, click the PDF icon  on the far right.



View / Print Invoices, Tickets, & Statements

1. On the Dashboard, click the  button on Account Summary
2. To view, print, or save and **Invoice** click the Invoice ID;



3. To view, print, or save your **account listing**, click the PDF icon at the top right of Account Summary screen;



4. To view, print, or save **multiple invoices**, check all applicable invoices by clicking and then clicking  at the top right of the table.
5. To view, print, or save a **Ticket**, click  next to the Invoice ID, then click the ticket number.
6. To view, print, or save your month-end account **Statement**, click **View Statements**

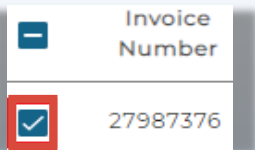
Make Payments

For your **first** payment, you must have your bank **Account Number, Routing Number, and Bank Statement Address.**

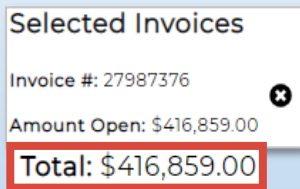
Credit cards are not accepted.

Dashboard / Payment Screen

1. Click the **Pay Now** on the Dashboard
2. On the **Invoices** screen, click the check-box for each Invoice number that will be paid



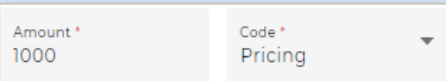
3. Review the **Total**



4. Click **Next**

Adjustments

1. On the **Adjustments** screen, click **Next** if you do not wish to adjust and dispute the amount of the invoice(s)
2. If you wish to dispute or adjust the amount, click the **▼** for the **Invoice** under Adjustments.
3. Click **Add Dispute**
4. Enter the required Amount and select Dispute Code (*). Entering a reason for the dispute is optional. Amount entered is amount in question, **NOT** how much you would like to pay.



5. Click **Next**

Payment Method

Note: Company Admin & Payment Admin—You can add multiple payment methods to eRocks. Payment information is stored for future use and can be modified by clicking **Bank Accounts** tab and **Edit** or **Create**

1. On the **Payment Method** screen, select the payment method from the list. You can also create on by clicking

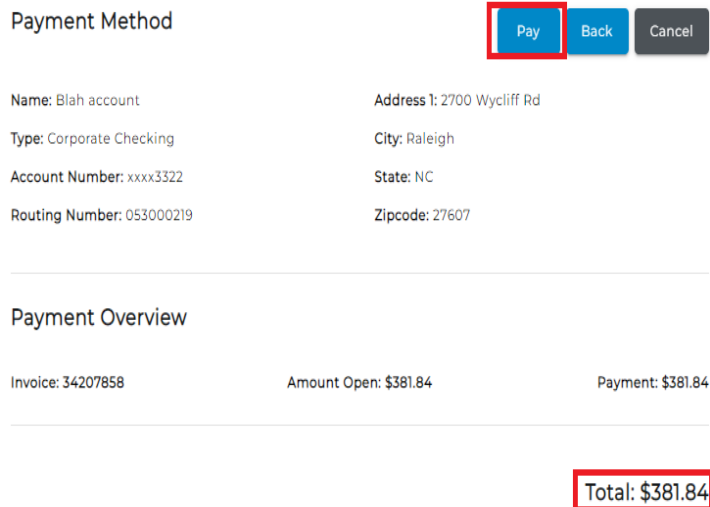
Add Payment Method

2. Select **Account Type** and enter all required information (*). Then click **Save**
3. Select the payment option entered and click

Next

Review

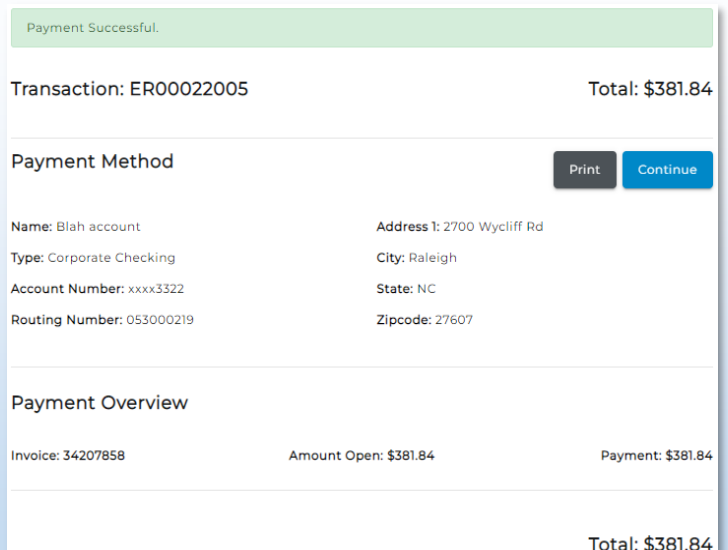
1. On the **Review** screen, review the details entered so far, including your **Payment Method**, list of **Invoices** you are paying, any **Disputes**, and the **Total** amount.



2. Click **Pay** twice

Summary

1. On the **Summary** screen, confirmation of the payment displays. To print click **Print**. Otherwise click **Continue**



2. eRocks emails a confirmation.

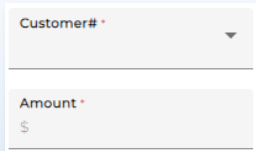
Make Pre-Payments

For your **first** payment, you must have your bank **Account Number, Routing Number, and Bank Statement Address.**

Credit cards are not accepted.

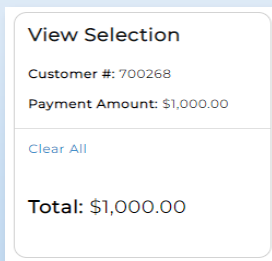
Dashboard / Payment Screen

1. Click the **Pre-Pay** on the Dashboard
2. On the **Customer Numbers** screen, select the customer number and enter amount.



Customer# *
Amount *
\$

3. Review the **Total**



View Selection
Customer #: 700268
Payment Amount: \$1,000.00
Clear All
Total: \$1,000.00

4. Click **Next**

Payment Method

Note: Company Admin & Payment Admin—You can add multiple payment methods to eRocks. Payment information is stored for future use and can be modified by clicking **Bank Accounts** tab and **Edit** or **Create**

1. On the **Payment Method** screen, select the payment method from the list. You can also create on by clicking

Add Payment Method

2. Select **Account Type** and enter all required information (*). Then click **Save**

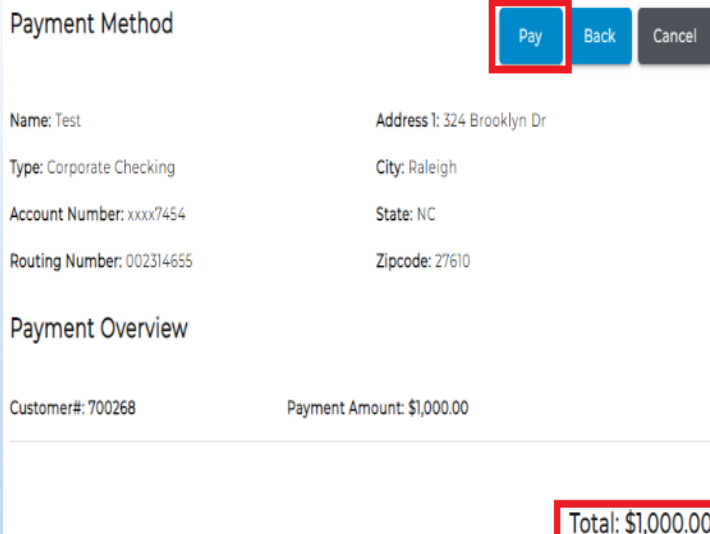
3. Select the payment option entered and click **Next**

Payment Methods

Test ending in 7454

Review

1. On the **Review** screen, review the details entered so far, including your **Payment Method**, list of **Invoices** you are paying, any **Disputes**, and the **Total** amount.



Payment Method **Pay** **Back** **Cancel**

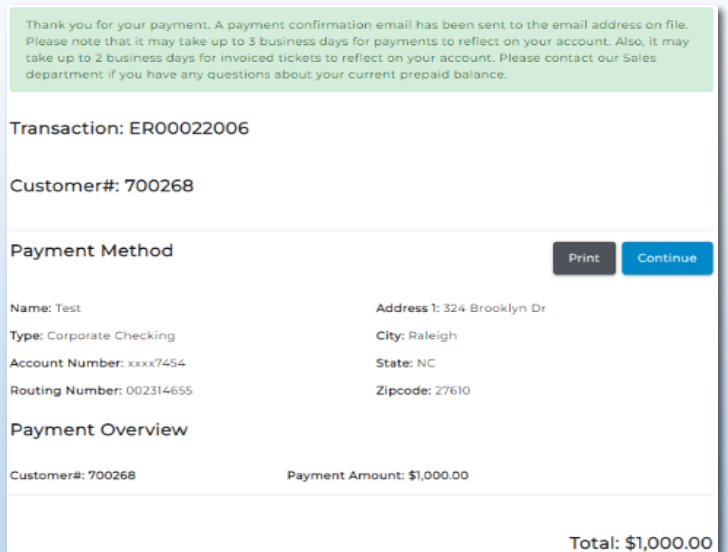
Name: Test Address 1: 324 Brooklyn Dr
Type: Corporate Checking City: Raleigh
Account Number: xxxx7454 State: NC
Routing Number: 002314655 Zipcode: 27610

Payment Overview
Customer#: 700268 Payment Amount: \$1,000.00
Total: \$1,000.00

2. Click **Pay** twice

Summary

1. On the **Summary** screen, confirmation of the payment displays. To print click **Print**. Otherwise click **Continue**



Thank you for your payment. A payment confirmation email has been sent to the email address on file. Please note that it may take up to 3 business days for payments to reflect on your account. Also, it may take up to 2 business days for invoiced tickets to reflect on your account. Please contact our Sales department if you have any questions about your current prepaid balance.

Transaction: ER00022006
Customer#: 700268

Payment Method **Print** **Continue**

Name: Test Address 1: 324 Brooklyn Dr
Type: Corporate Checking City: Raleigh
Account Number: xxxx7454 State: NC
Routing Number: 002314655 Zipcode: 27610

Payment Overview
Customer#: 700268 Payment Amount: \$1,000.00
Total: \$1,000.00

2. eRocks emails a confirmation.