PROFESSIONAL
COLLECTION SERVICE

Instructions for Online Account Submission

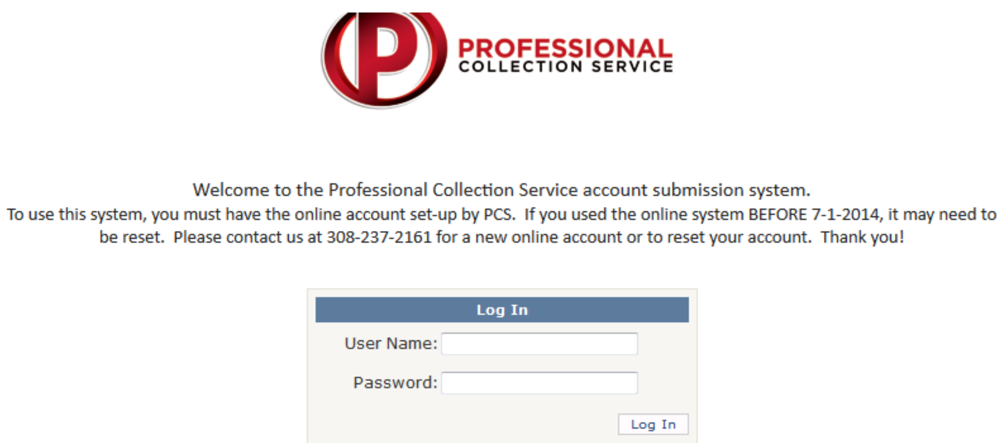
Welcome to our NEW account submission software. You will find it user friendly and it offers an easy way to submit accounts, send us documents related to account submissions and create reports on account activity.

Step 1…. If you have submitted accounts online BEFORE August 1,2014, you will need to contact PCS to reset your username and password.

We suggest (not required) that you use an email address as the username. The password must be 8 characters, with upper/lower case, a number AND a character (!@#$%^&)…example… Money1@money.

You can set up more than one user in your office or a different user (login) for different divisions within your company that will allow you to view all accounts and create reports.

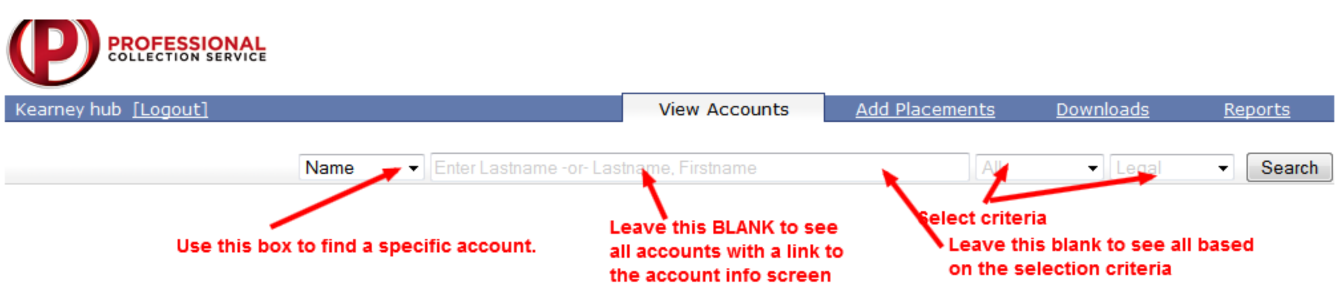
Step 2…. When PCS supplies you with your username and password…..Log onto client access… https://www.recover-net.com/procosvc/



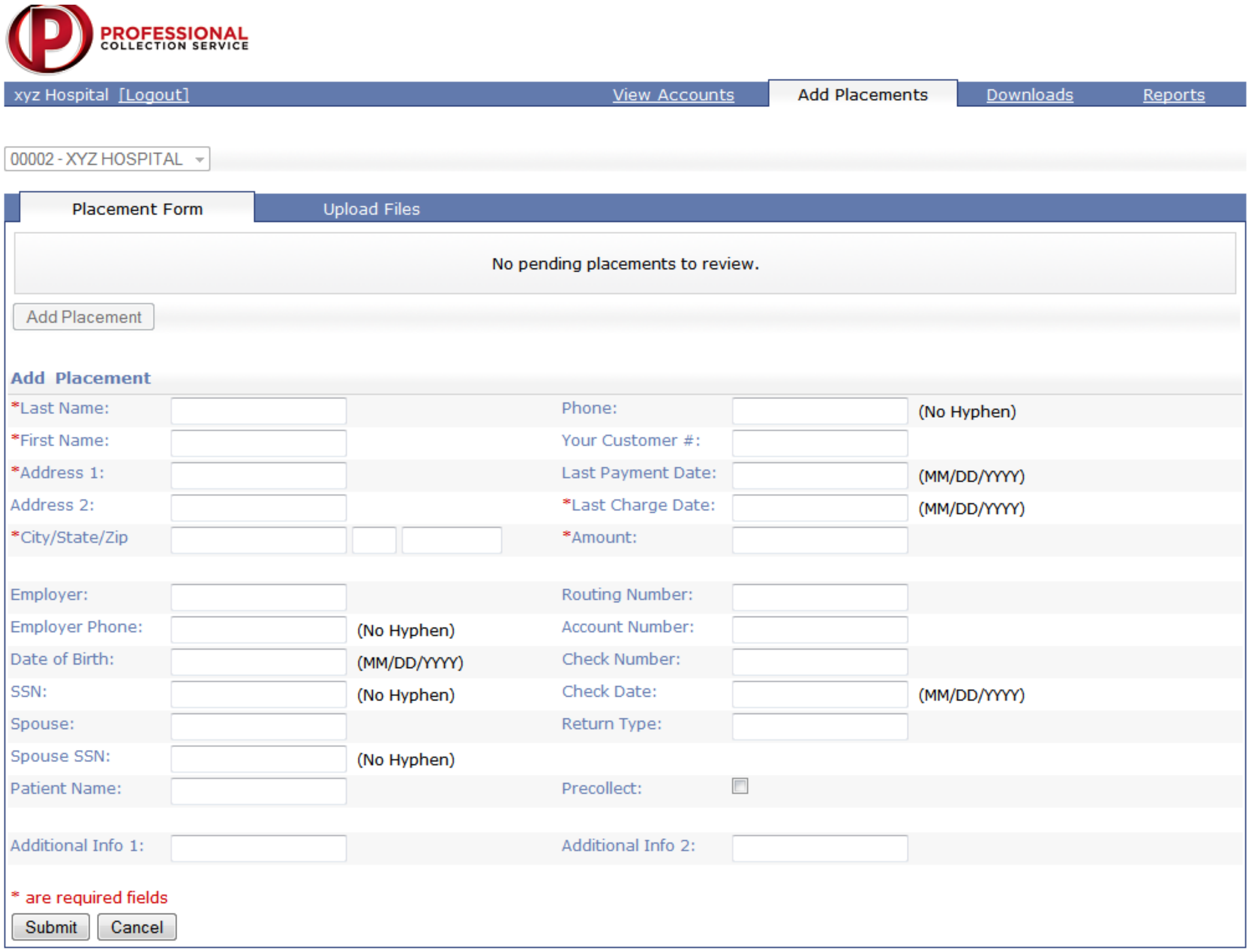
Step 3…. Opening screen (tab) is "View Accounts". You can do a search for the account you want to access using the search fields OR click on one of the other tabs…..Add Placement…Downloads….Reports

Account Tab Instructions

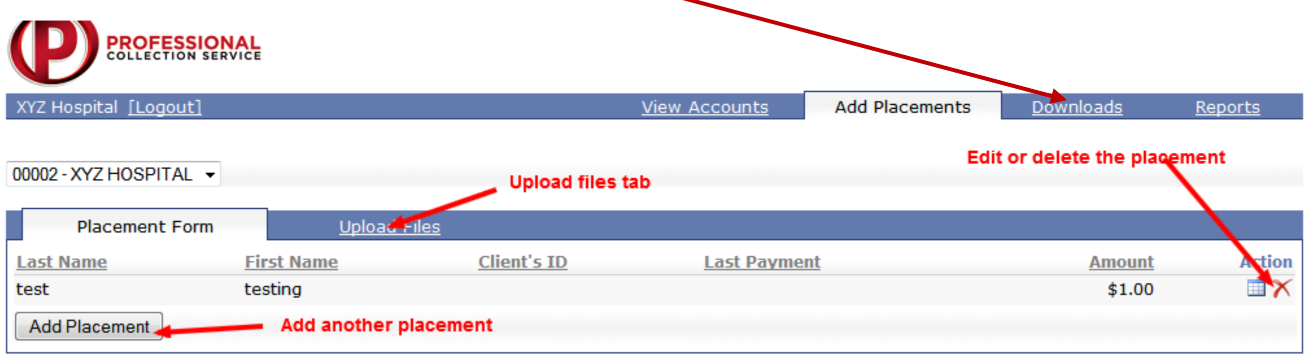
For an account search, use your customer's name, the customers PCS assigned account #, the account # you assigned to your customer, SSN or date listed. If you don't have this info you have the option of running a report (see that information Step 6). You can also search using the status or legal drop down boxes to the right.



Add Placements Instructions…. Red asterisks are required fields but enter as much info as you can…hit submit…on the next screen you can ADD another placement OR edit/delete the previous placement



Upload files tab allows you to add invoices, statements, and other documents for placements. You can then review any of your downloads on the download tab



Reports… Simply go to the Reports tab and create a report to save on your desktop.

If you have questions, please contact us! (308) 237-2161 info@procosvc.com