

Quick
Reference
Guide

ProSuite™ / Assyst Update to Payment Method

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Prepared by
Carey Tokash

Update to Assyst Payment Method

This guide is prepared as a reference for the recent changes in ProSuite relative to accepting and paying for an Assyst file.

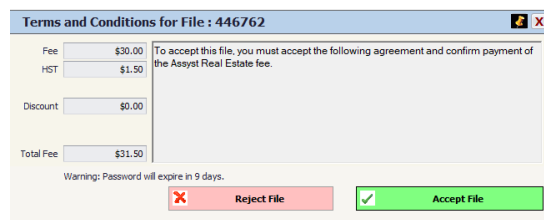
Set up Payment method by credit card

Visit <https://login.assystrealestate.com/are/Account/Login> and login using your Assyst username and password. Payment for Assyst files must be made by way of credit card details stored on the Assyst website in User Profile Settings.

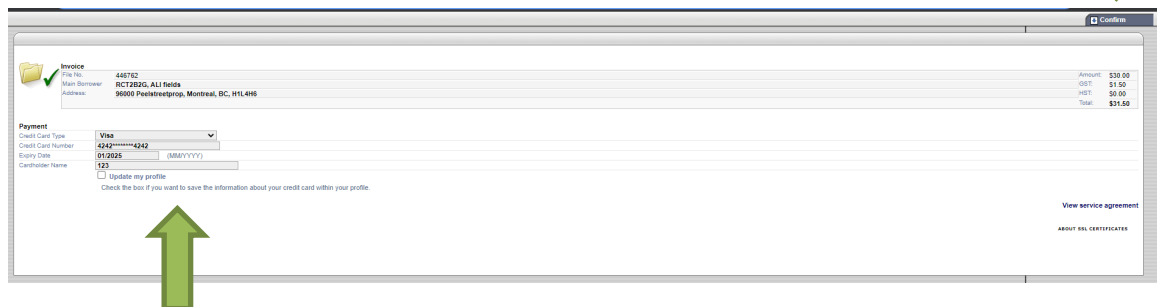
Get Files, View Terms and Conditions, Accept T & C

Nothing has changed relative to Get Files and Terms and Conditions. You will encounter the change at the payment stage:

1. Accept File or Reject File:

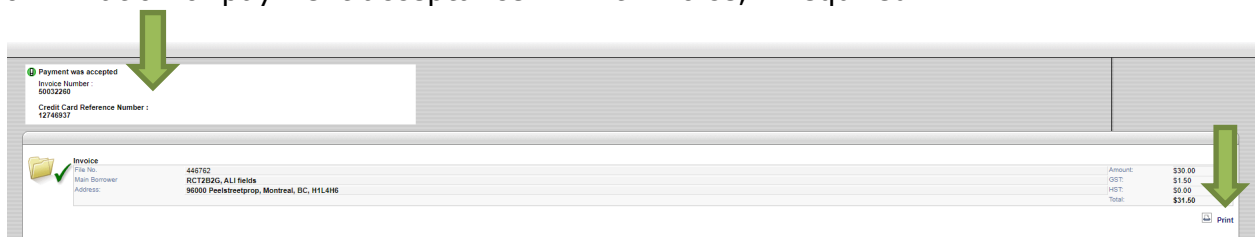


2. New browser window opens to Telus Assyst website. Confirm Payment:

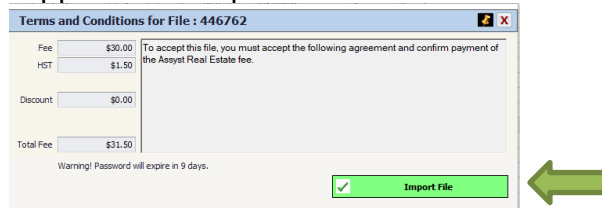


Portion of the stored credit card details are visible. If you would like to change the stored credit card details, you are able to do so here and update your profile.

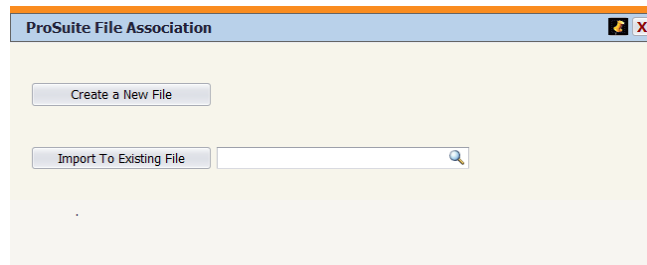
3. Confirmation of payment acceptance. Print invoice, if required.



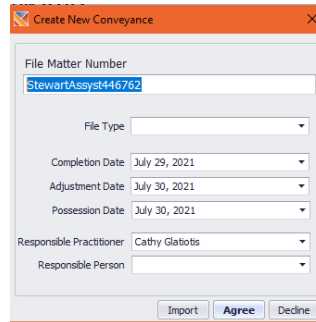
4. In ProSuite, a new window appears to Import File into ProSuite:



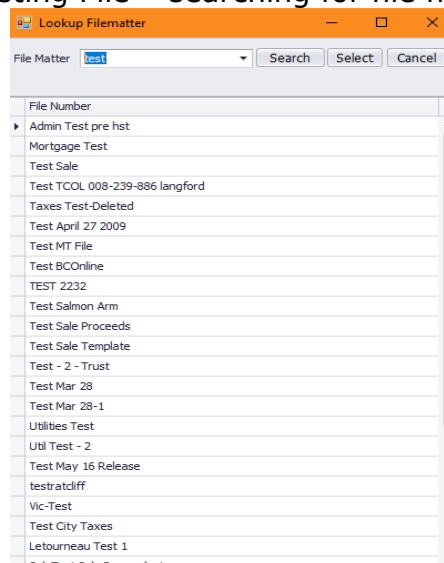
5. ProSuite File Association – select Create a New File or Import to Existing File:



Continue to Create a New File:



or continue to Import to Existing File – searching for file matter name:



Need Help?

Getting Support with Assyst Real Estate:

For questions regarding the use of **Assyst Real Estate**, or for any technical information, please contact the **TELUS Service Desk**.



1-877-418-7511



For technical issue, please contact: realestatesupport@telus.com

For profile or file management, please contact: realestateadmin@telus.com

If you require assistance in ProSuite, please contact customer service at 1.866.367.7648 or inquiries@doprocess.com.