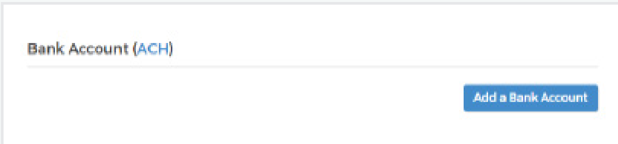
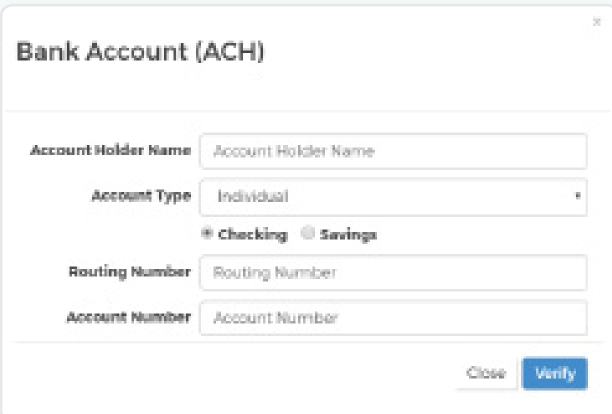
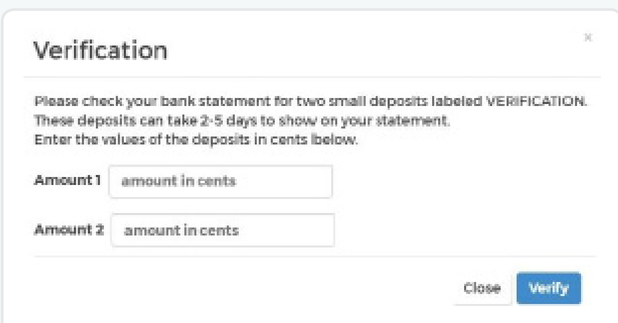
# Setting up ACH to pay your Invoices



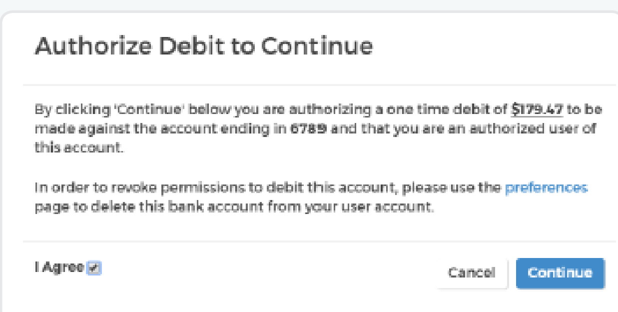

Once you sign into the Portal, you will have access to your history showing unpaid invoices and balance due. To the right, click your email and select My Account.
From here, click the Add a Bank Account button at the bottom.




Enter in the Account Holder Name, Account Type, Routing Number, and Account Number.
Then click Verify.
You will then be prompted that the verification is in process. In a couple of days you will see two small deposits labelled VERIFICATION on your bank statement. When you have these deposits, return to the portal to finish verifying your account.
**Note This is a one-time process and will not need to be completed again once the account is verified.*




Once the bank account is verified and saved, click "Home" in the top menu bar. Then click a specific invoice that is outstanding or click the Pay Now button. You can choose the amount you want to pay and click to continue. You will then see your Bank Account as an option to pay for the invoice. Click Submit, then agree to the terms before continuing.




Once you click Continue, the amount will be pending and will take 2-3 days to process. You will then receive a confirmation email once processed.

BILL4TIME