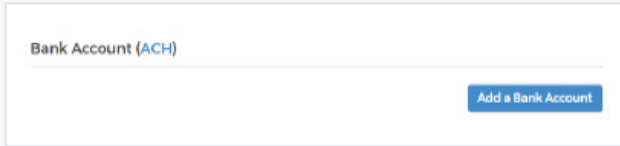


# Setting up ACH to pay your Invoices

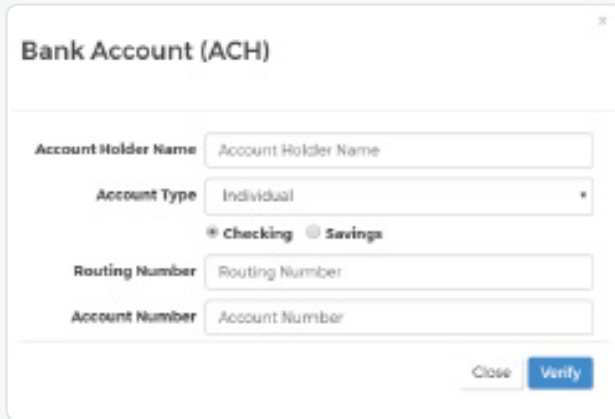


Bank Account (ACH)

Add a Bank Account

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.



Bank Account (ACH)

Account Holder Name

Account Type

Checking  Savings

Routing Number

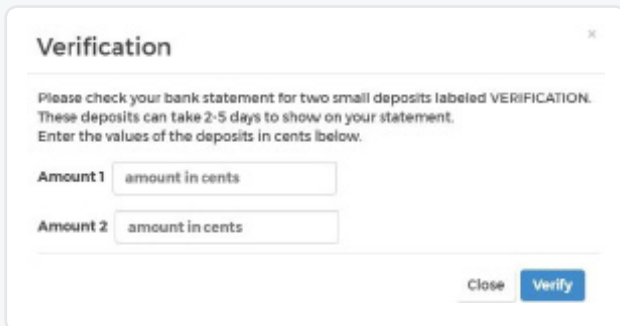
Account Number

Close Verify

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.*



Verification

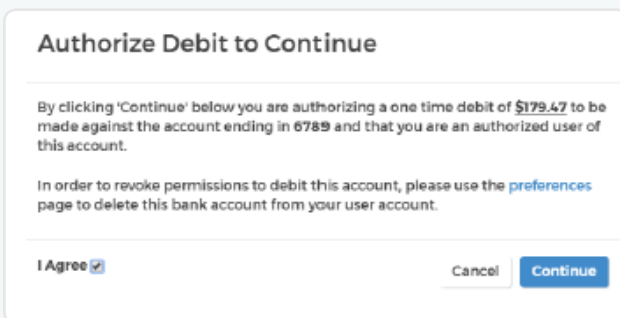
Please check your bank statement for two small deposits labeled VERIFICATION. These deposits can take 2-5 days to show on your statement. Enter the values of the deposits in cents below.

Amount 1

Amount 2

Close Verify

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.



Authorize Debit to Continue

By clicking 'Continue' below you are authorizing a one time debit of **\$179.47** to be made against the account ending in **6789** and that you are an authorized user of this account.

In order to revoke permissions to debit this account, please use the [preferences](#) page to delete this bank account from your user account.

I Agree

Cancel Continue

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.