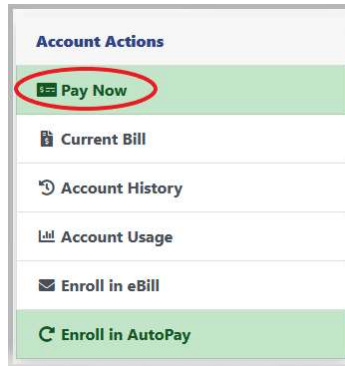


One-Time ACH Payment

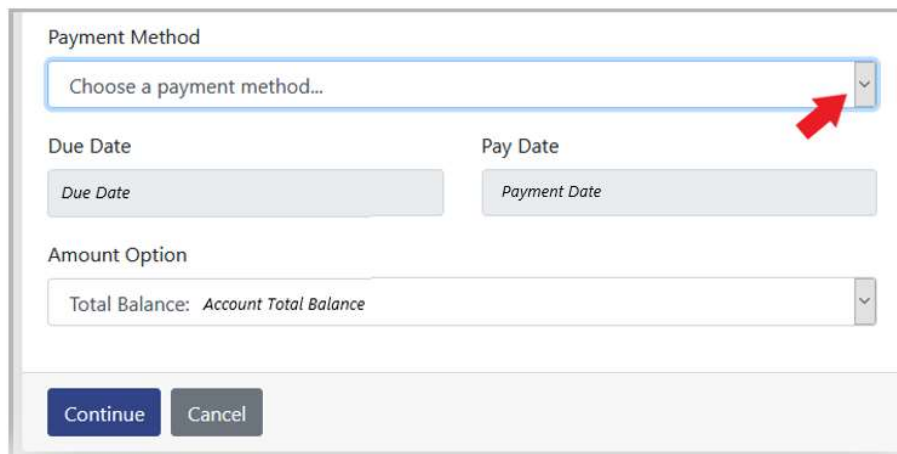
This guide will walk you through how to make a one-time ACH (*bank account*) payment.

Please note: A one-time ACH payment is **different** than AutoPay. If you would like to sign up for AutoPay (*automatic monthly payments on the due date using your saved bank account*) please go to Attachments on the left side of your portal screen and click Enroll in AutoPay

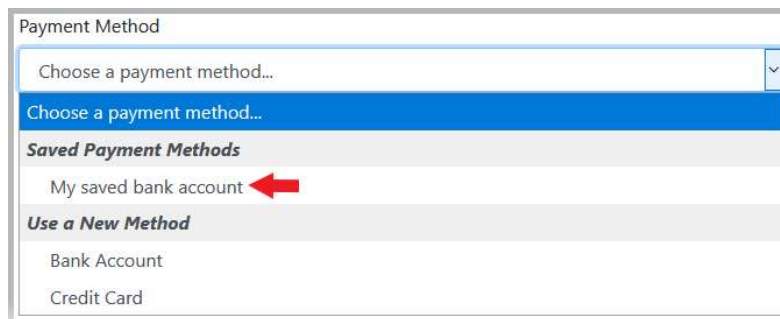
1. Click **Pay Now** on the right side of your screen under **Account Actions**



2. Click on the dropdown under **Payment Method** and select **Bank Account*** if you are wanting to make an ACH one-time payment

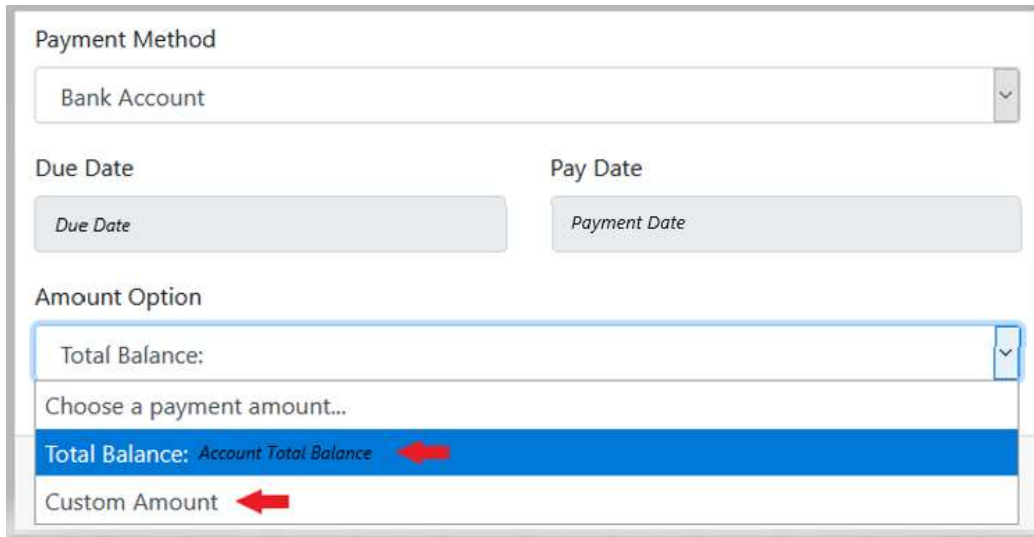
A screenshot of a 'Payment Method' selection screen. At the top is a dropdown menu with the text 'Choose a payment method...'. A red arrow points to the dropdown arrow. Below this are two input fields: 'Due Date' with a placeholder 'Due Date' and 'Pay Date' with a placeholder 'Payment Date'. Below these is another dropdown menu with the text 'Total Balance: Account Total Balance'. At the bottom are two buttons: 'Continue' and 'Cancel'.

- a. *If you have a **Saved Payment Method**, you will have the option to select your **Saved Payment Method**. If you are wanting to make an ACH payment you will want to select the saved bank account. If you gave your saved payment method a nickname, you will see the nickname listed.

A screenshot of the 'Payment Method' dropdown menu. The dropdown is open, showing a list of options. The first option is 'Choose a payment method...'. Below this is a section titled 'Saved Payment Methods' with a single option: 'My saved bank account', which has a red arrow pointing to it. Below this is a section titled 'Use a New Method' with two options: 'Bank Account' and 'Credit Card'.

One-Time ACH Payment

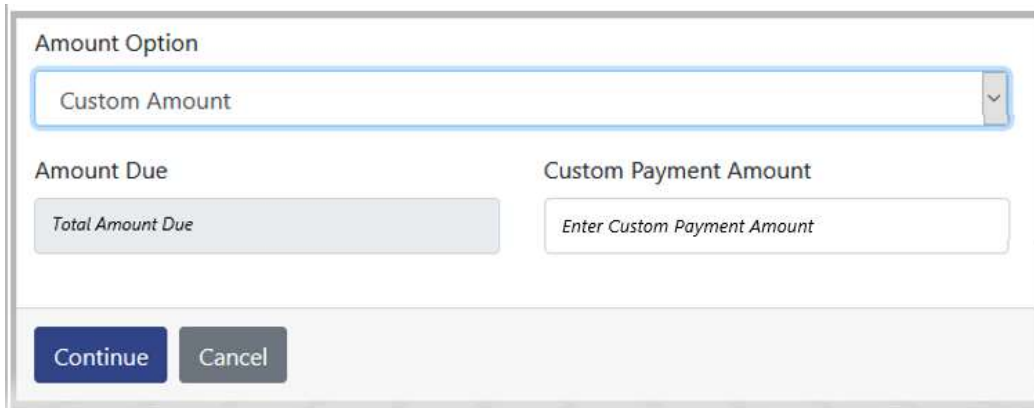
- Under **Amount Option** you can either pay the **Total Balance** (which will be populated) or a **Custom Amount**



The screenshot shows a form with the following sections:

- Payment Method:** A dropdown menu with "Bank Account" selected.
- Due Date:** A text field with "Due Date" as a placeholder.
- Pay Date:** A text field with "Payment Date" as a placeholder.
- Amount Option:** A dropdown menu with "Total Balance:" selected. Below it, a list of options is shown: "Choose a payment amount...", "Total Balance: Account Total Balance" (highlighted in blue with a red arrow pointing to it), and "Custom Amount" (with a red arrow pointing to it).

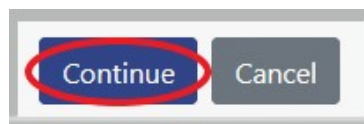
- If you select **Custom Amount**, you will be prompted to enter your **Custom Payment Amount** on the right



The screenshot shows the form with the following sections:

- Amount Option:** A dropdown menu with "Custom Amount" selected.
- Amount Due:** A text field with "Total Amount Due" as a placeholder.
- Custom Payment Amount:** A text field with "Enter Custom Payment Amount" as a placeholder.
- Buttons:** "Continue" and "Cancel" buttons at the bottom left.

- Once you have *either* selected Total Balance or Custom Amount, Click **Continue** on the bottom left



One-Time ACH Payment

6. If you selected **Bank Account** under **Payment Method** in the previous screen, you will be prompted to enter your bank account information. You are required to enter all information below:

The screenshot shows a form titled "Create a New Payment Method". It contains the following fields and controls:

- Bank Name: A text input field.
- Bank Account Number: A text input field.
- Confirm Account Number: A text input field.
- Routing Number: A text input field.
- Confirm Routing Number: A text input field.
- Account Type: A dropdown menu with "Select..." and a downward arrow.
- Check Type: A dropdown menu with "Select..." and a downward arrow.
- Save For Later: A label with a radio button.
- No: A radio button.
- Use Payment Method: A blue button.
- Cancel: A grey button.

- a. If you would like to save this payment method for future use (*you would be able to select it from the drop down in the previous screen and will not have to re-enter your account information each time*) click the button to the right of **Save For Later** to change it from **No** to **Yes**
- b. If you changed it to **Yes** you will be prompted to enter a Nickname for the payment method. This is not required

The screenshot shows the "Save For Later" section of the form. It includes:

- Save For Later: A label with a radio button.
- Yes: A blue radio button, circled in red.
- Nickname (recommended): A text input field.

- i. Note: You are not required to save the payment method if you do not want to
7. Click **Use Payment Method**

The screenshot shows the "Use Payment Method" button, which is blue and circled in red, next to a grey "Cancel" button.

One-Time ACH Payment

8. You will be asked to verify & confirm your payment.
 - a. Please Note: In paragraph three it informs you that you have the option to cancel your payment by going to **Payments** on the left of the screen. Please read the Verify & Confirm page carefully for more details
9. Click **Submit Payment**

Verify & Confirm Your Payment

By clicking the "Submit Payment" button, you, leigha maher, authorize a payment of ^{Pay}_{Amount} from your bank account ending in 6879. The funds will be withdrawn as an ACH debit from your bank account.

The payment will be dated *Payment Date* and the withdrawal from your account will generally occur within two business days, depending on your bank's processing schedule.

Any scheduled payment can be cancelled prior to the payment date by going to the "Payments" page and canceling the payment.

If you would like a copy of this agreement, click the print button below. Once you have clicked the "Submit Payment" button, you will be assigned a confirmation number and have the option to print the confirmation.

To verify your agreement to these terms, please click "Submit Payment".

Submit Payment Cancel Print

10. Once submitted, you will receive a **Receipt of Payment**. You have the option to print this receipt by clicking **Print** on the bottom left
11. Click **Done** to be returned to the main portal account screen

Your payment was successfully processed. ×

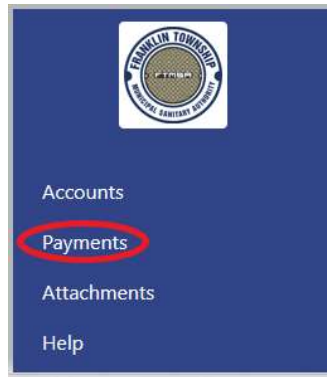
Receipt of Payment

Reference Number	1629
Payment Date	<i>Payment Date</i>
Saved Method	My saved bank account
Payment Method	<i>Details of Payment Methode Used</i>
Payment Details	
2496-0	<i>Payment Amount</i>
Service Address	
Total Amount	<i>Total Amount</i>

Done Print

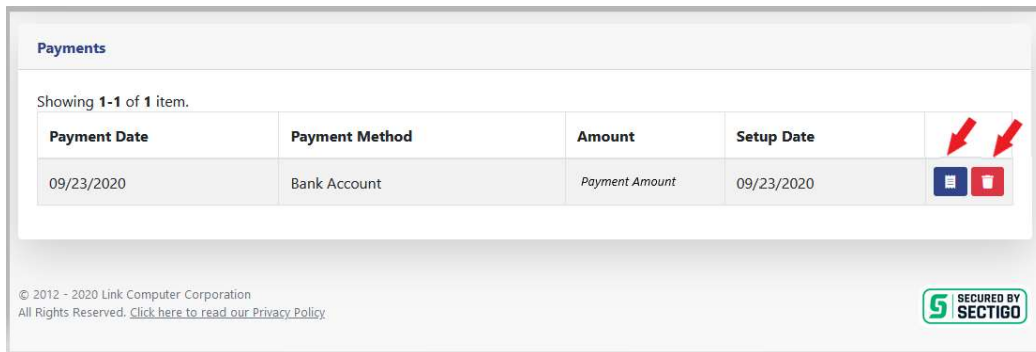
One-Time ACH Payment

12. To see your payment, click **Payments** on the left



13. In **Payments** you will see your payment. If it is before the **Payment Date**, you have the option to cancel your payment by clicking on the red trashcan on the right of the screen. If it is after your **Payment Date** you will not be able to cancel your payment.

- a. You can also reprint your receipt by clicking the blue button to the left of the red trashcan



14. **IF** you want to cancel your payment, click on the red trashcan on the right. You will be asked to confirm you want to cancel your payment. If you confirm, you will no longer see the payment listed.

