

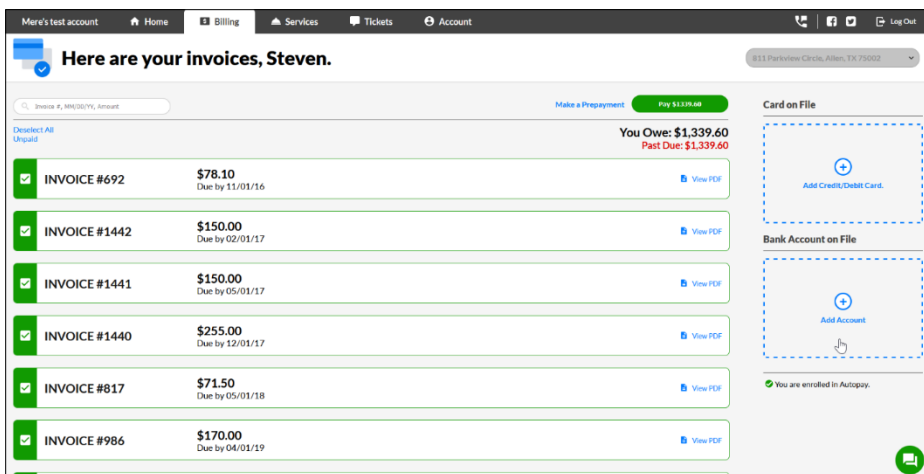
Set Up Payments with ACH

In order to pay with an ACH payment, which is a direct withdrawal from your bank account, you must add your own bank account information to ensure security of your personal information. Follow the steps in this section to set up and make ACH payments.

Enter Your Bank Account Information

The first step is to set up your Client Portal account with your bank information:

1. Click the “Billing” tab in the navigation bar at the top of the screen.
2. Click the **Add Account** link in the column on the right side of the screen:



3. Enter your personal information on the **Add Bank Account** overlay, including **Account type**, **Name on account**, **Routing number**, **Account number**, and **ACH payment description**.

Add Bank Account

ACH Information

Account type

Name on account

Routing number

Account number

ACH payment description

I agree to the ACH Terms and Conditions and authorize the ACH Payment

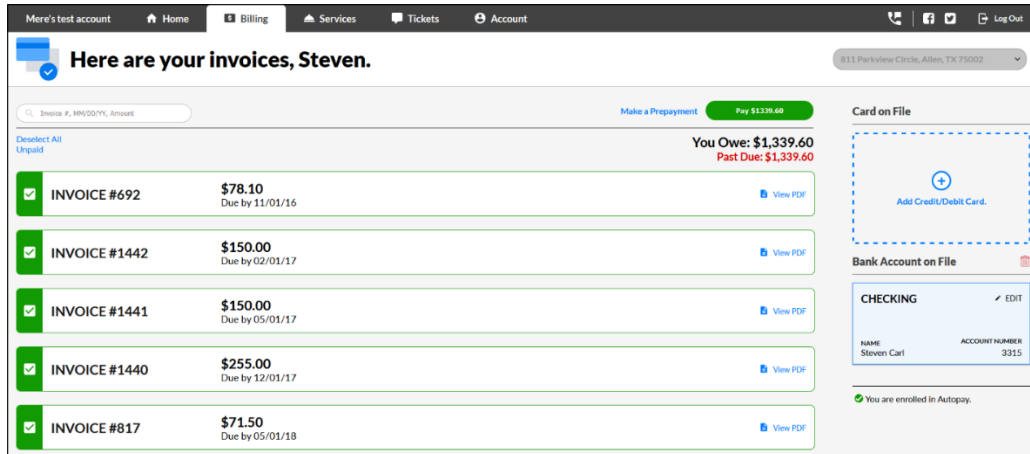
Save Card

Secured by CLEARRENT

4. Check the box to agree to the ACH Terms and Conditions.
5. Click **Save Card**.

Remove or Update Bank Account Information

Once your bank account is saved, you'll see it listed on the right side of the "Billing" tab:



The screenshot shows the 'Billing' tab in the Client Portal. At the top, there's a navigation bar with 'Home', 'Billing', 'Services', 'Tickets', and 'Account'. Below the navigation, a header says 'Here are your invoices, Steven.' and a location dropdown shows '811 Parkview Circle, Allen, TX 75002'. A search bar is present with the text 'Invoice #, MINIMUM, Amount'. A 'Make a Prepayment' button shows 'Pay \$1,339.60'. A summary box indicates 'You Owe: \$1,339.60' and 'Past Due: \$1,339.60'. A table of invoices is displayed:

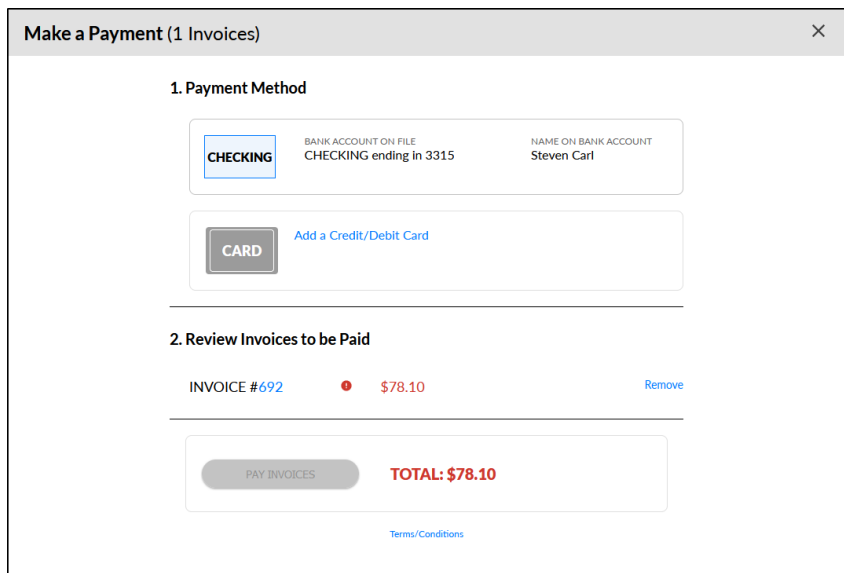
Invoice #	Amount	Due by	Action
INVOICE #692	\$78.10	Due by 11/01/16	View PDF
INVOICE #1442	\$150.00	Due by 02/01/17	View PDF
INVOICE #1441	\$150.00	Due by 05/01/17	View PDF
INVOICE #1440	\$255.00	Due by 12/01/17	View PDF
INVOICE #817	\$71.50	Due by 05/01/18	View PDF

On the right side, there are two sections: 'Card on File' with an 'Add Credit/Debit Card.' button, and 'Bank Account on File' with a 'CHECKING' account listed. The account details are: NAME: Steven Carl, ACCOUNT NUMBER: 3315. A red trash can icon is next to the account name. A status message at the bottom right says 'You are enrolled in Autopay.'

If you need to change or remove the bank account on file, just click the red trash can icon to remove the existing account.

Make an ACH Payment

When you start to make a Payment from anywhere in the Client Portal or Manage Service app, you will see the bank account listed as a saved payment method for easy checkout:



The screenshot shows the 'Make a Payment (1 Invoices)' dialog box. It has a close button (X) in the top right corner. The '1. Payment Method' section has two options: 'CHECKING' (selected) and 'CARD'. The 'CHECKING' option shows 'BANK ACCOUNT ON FILE: CHECKING ending in 3315' and 'NAME ON BANK ACCOUNT: Steven Carl'. The 'CARD' option has an 'Add a Credit/Debit Card' link. The '2. Review Invoices to be Paid' section shows a table with one invoice:

Invoice #	Amount	Action
INVOICE #692	\$78.10	Remove

At the bottom, there is a 'PAY INVOICES' button and a 'TOTAL: \$78.10' display. A 'Terms/Conditions' link is also present.

1. Select the Payment Method of **CHECKING**.
2. Click **PAY INVOICES**.