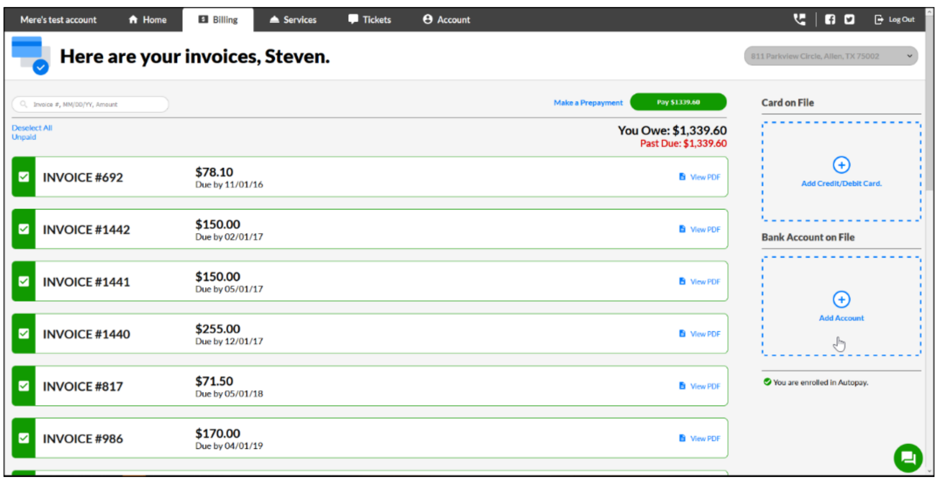
Set Up Payments with ACH

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.

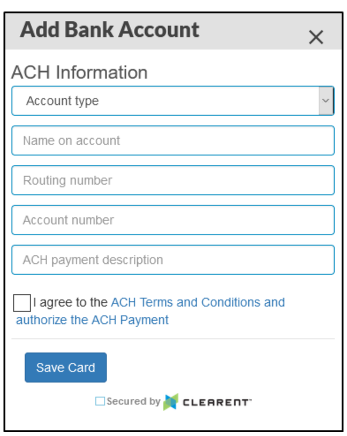
Enter Your Bank Account Information

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:



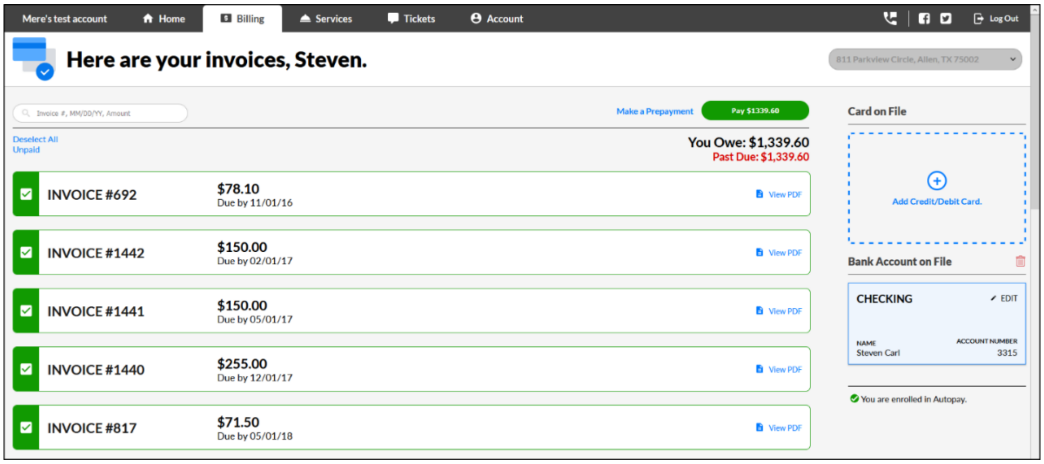
3. Enter your personal information on the **Add Bank Account** overlay, including **Account type**, **Name on account**, **Routing number**, **Account number**, and **ACH payment description**.



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

Remove or Update Bank Account Information

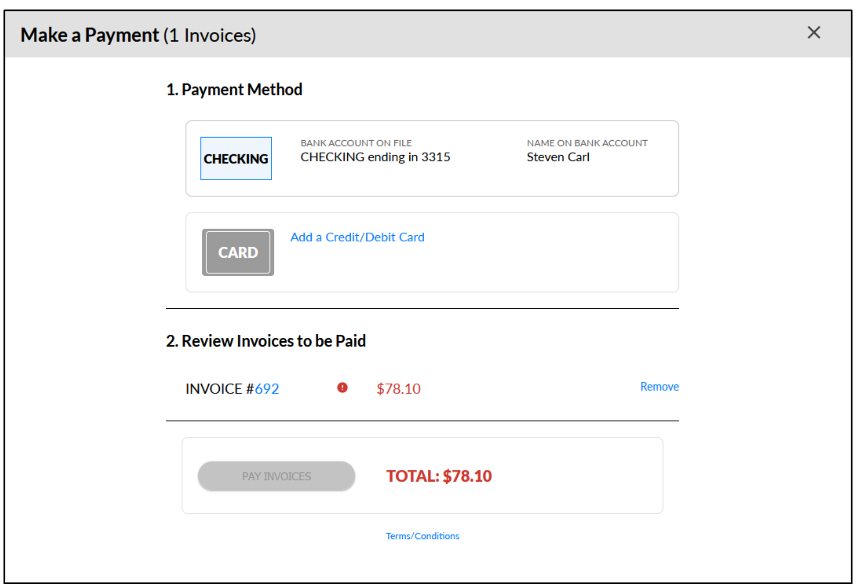
Once your bank account is saved, you'll see it listed on the right side of the "Billing" tab:



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:



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