

# 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.

## Bank Account (ACH)

Add a Bank Account

Enter in your 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.*

## Bank Account (ACH)

Account Holder Name	<input type="text" value="Account Holder Name"/>
Account Type	<input type="text" value="Individual"/>
	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Routing Number	<input type="text" value="Routing Number"/>
Account Number	<input type="text" value="Account Number"/>

Close **Verify**

## 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.