

ACH Payments with Bill4Time Client Portal

With the BETA ACH payments, you can provide your customers an alternative to paying by credit cards or checks. Not only is this a lower-cost option to credit cards but ACH payments are a faster, more direct way of paying for services over checks. Click here for Stripe's processing fees. <https://stripe.com/us/pricing>

To setup ACH, first sign into your Client Portal. While signed into Bill4Time, top right click your name and select **Settings**. *If you do not see the Settings tab you may not have access to this area of the program.* From settings, click on the Client Portal tab and click to manage your portal.

Once you've signed in with your Bill4Time username and password scroll down to "Allow ACH Payments". Switch this from "No" to "Yes" if you already have your Stripe account setup or click Connect with Stripe to setup your account.

Allow ACH Payments Beta

Create a Stripe account to use this feature!



Please note that your clients must be invited to the portal in order to pay with ACH for security purposes. You must also have "Allow guest access?" set to "No" in your portal settings.

To invite your client to the portal, go to **Invites** at the top right of your Portal settings. From there, enter in your clients email and choose a client from the list that they should have access to. Then click **Send Invite**.

Once your client signs into the Portal, they can access their information including setting up their bank account.

There will be multiple areas for them to setup their bank account, including clicking on their email at the top right and clicking **My Account**. From there, click "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.

Bank Account (ACH)

Account Holder Name

Account Type

Checking Savings

Routing Number

Account Number

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

Once the bank account is verified and saved, they can make a payment to any invoice and select their Bank Account as their payment option.