

## Getting Registered

[Already Registered? Login Here](#)

Account #

First Name

Last Name

Email

Mobile Phone  
(000) 000-0000

Create a Simple 4 Digit Pin For Your Security

Set up your payment reminders.

Frequency  
Monthly

Reminder Day  
1

Email me a Payment Link  
 Text me a Payment Link

**CONTINUE**

Register your payer information.

The **email** address is a required field. Your email address will function as your username.

The **Mobile Phone** field is optional. However, if you enter a phone number, it must be a mobile number or the system will not let you proceed to the next screen.

Choose a **4 digit PIN** which will function as a password.

Set the **Frequency** and the **Day** in which you would like to receive your **payment reminders**.

The option to **Text a Payment Link** will be grayed out unless a valid mobile number is entered above.

## Making a Payment

Enter in the **amount** of your payment and **add a payment method**.

Click **Cancel** to be redirected to the payer portal.

Click **Make Recurring** to set up scheduled payments.

Payment Amount  
**\$ 0.00**

Select Payment Method

**+ Add a Payment Method**  
Easiest Option - Add Your **Debit Card**

**VISA** **MasterCard** **DISCOVER**

Payments may not be posted to your account for 2-3 business days.

**CANCEL** **MAKE RECURRING**

Select the **Payment Method Type** and enter the required information. (sample screenshot shows Bank Account fields)

If any fees apply, a message will display at the bottom.

**Save** your payment method information. It will be available for you to select next time.

Select Payment Method Type  
Bank Account

Bank Account Holder Name

Routing Number

Bank Account Number

Confirm Account Number

Account Type  
Checking Account

**SAVE BANK ACCOUNT**

[BACK](#)

**Review** the confirmation page.

Click **Confirm**.

After you click confirm, a **confirmation message** will display and a **receipt** will be emailed to you.

Your email receipt will contain a unique **reference number** to be used if you have any questions concerning that payment.

There are links provided at the bottom to access your **Payer Portal** and to see your **Payment History**.

Payment Type:	Payment
Payment Amount	\$10.00
eChecks/ACH Fee	\$0.00
<b>Total</b>	<b>\$10.00</b>

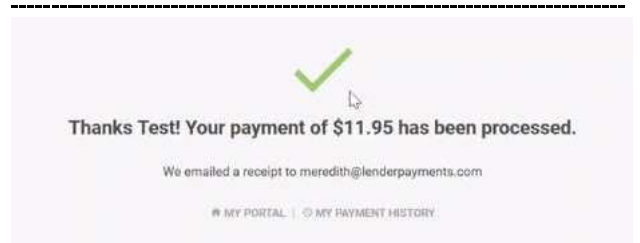
Pay Method: Checking

**CONFIRM**

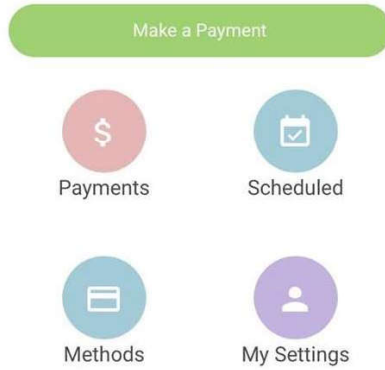
This is a Secure Payment  
By clicking confirm you agree to the [terms](#)

By authorizing this transaction, customer agrees that merchant may convert this transaction into an Electronic Funds Transfer (EFT) transaction or paper draft, and to debit this account for the amount of the transaction. Additionally, in the event this draft or EFT is returned unpaid, a service fee, as allowable by law, will be charged to this account via EFT or draft.

Payments may not be posted to your account for 2-3 business days.



## Payer Portal



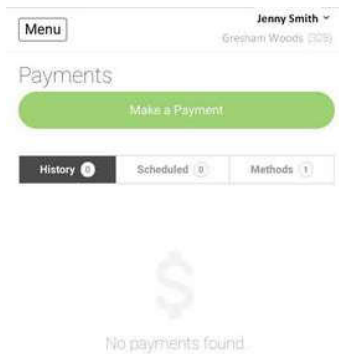
(Mobile View of Portal Home Page)

You can access the Payer Portal by clicking the link at the bottom of the confirmation page or in the email receipt.

From the Payer Portal you can:

- review your **Payment History**
- edit your **settings**
- set up **scheduled payments**

You can quickly **Make a Payment** by clicking the green button at the top.

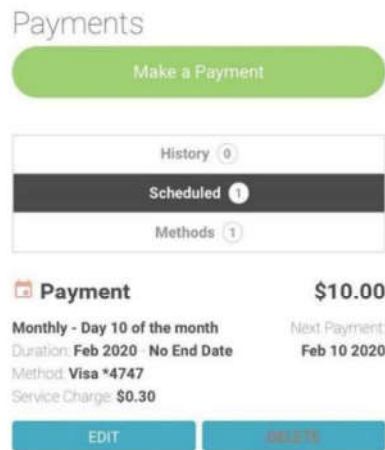


(Mobile View of Payment History)

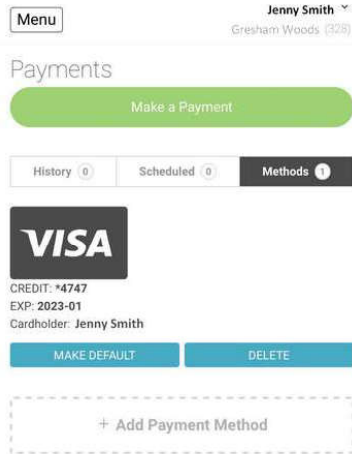
From the home page, click on **Payments**.

On the Payments page, you can:

- see your payment **History**
- create and manage your **Scheduled Payments**
- manage your payment **methods**

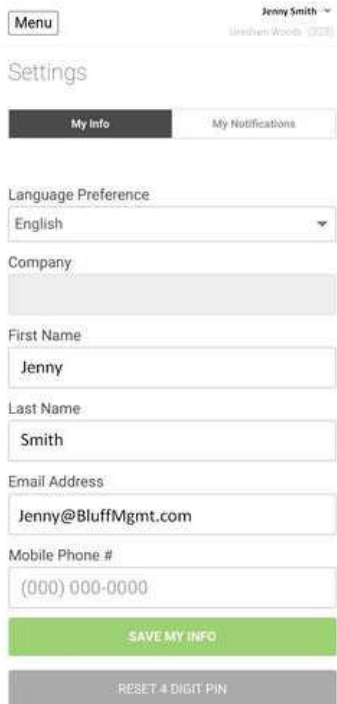


To edit the details of your scheduled payment, click **Scheduled**, then click **Edit**.



(Mobile View of Payment Methods)

You can also access **Payment Methods** by clicking on the **Methods** button on the home page.

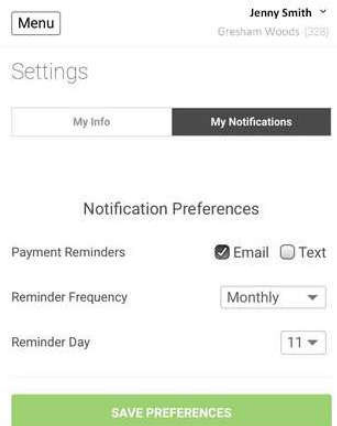


(Mobile View of My Settings)

From the home page, click on **My Settings**.

In the **My Info** section you can update your name, email address, or phone number.

You can also **reset your PIN**.



You can also access your **Notification Preferences** by clicking on the **Notifications** button on the home page.