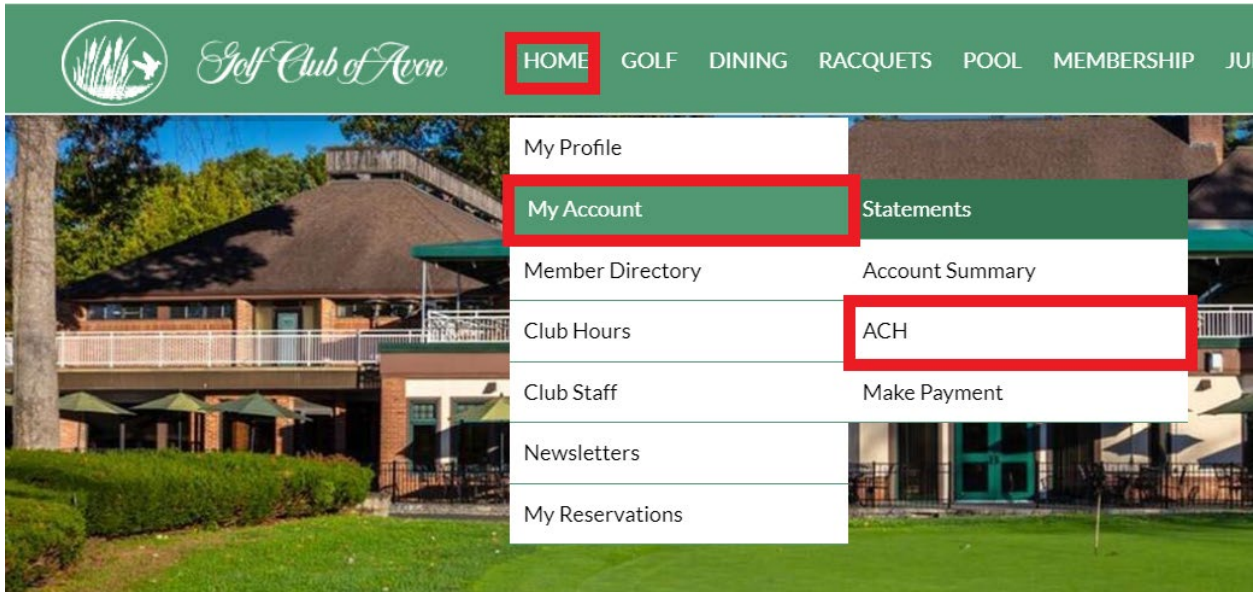




1.) Home Tab > My Account > ACH



2.) Click Create New

ACH-EFT Account

 No ACH account found.

 + Create New

- 3.) Fill out the required information. If you want to sign up for Auto Payment check the box. Click Save to save all information.

ACH-EFT Account

Account Information

Specify Type of Account: *

Bank Name: *

Name on the Account: *

Routing Number: *

(Please use check, not deposit slip.)

Bank Account Number: *

Account Description:

Sign up for Auto Payment



 Save  Cancel

- 4.) If you do not set up auto payment you will simply log in each month go to Home Tab > My Account > Statements/Make A Payment prior to the statements due date and click “Make a Payment” and follow the payment submit steps.

Statement Summary

MY ACCOUNT

STATEMENTS

ACCOUNT SUMMARY

Statement Months
May 20 | Apr 20 | Mar 20 | Previous »

Make Payment

Print Statement

STATEMENT DATE	DUE UPON RECIEPT	BALANCE DUE
----------------	------------------	-------------