

Procedure:

Adding a Payment Method to your Account

- 1 Log into the customer portal
- 2 Set up payment account information
 - .1 In the upper right corner, next to your account name, click the arrow for a drop down menu
 - .2 Select **"Payment Methods"**
 - .3 Click the link for either credit card or e-check
- 3 Setting up a credit or debit card as the payment method
 - .1 Click the link for **"Add a New Credit Card"**
 - .2 **Billing Email:** Select the billing email from the drop down menu
 - .3 **Name on Card:** enter the name as it appears on the card
 - .4 **Card Number:** Enter the number
 - .5 **Expiration Month:** Enter the month
 - .6 **Expiration Year:** Enter the year
 - .7 Check the box for "Set as Default" if you want
 - .8 Click **"Save Payment Method"**
 - .9 The payment method will now be listed
- 4 Setting up e-check as the payment method
 - .1 Click the link for **"Add a New eCheck"**
 - .2 **Billing Email:** Select the billing email from the drop down menu
 - .3 **Check Type:** Select either Business or Personal
 - .4 **Check Account Type:** Select either Checking or Savings
 - .5 **Name on Account:** Enter the name on the account
 - .6 **Routing Number:** Enter the routing number
 - .7 **Confirm Routing Number:** Enter in the routing number again
 - .8 **Account Number:** Enter in the account number (be sure to include any leading zeros listed)
 - .9 **Confirm Account Number:** Enter in the account number again
 - .10 Check the box for "Set as Default" if you want
 - .11 Click **"Save Payment Method"**
 - .12 The payment method will now be listed
- 5 Your payment method is now saved. To enroll in Automatic Payment, see the **"How to Enroll in Automatic Payments"** document