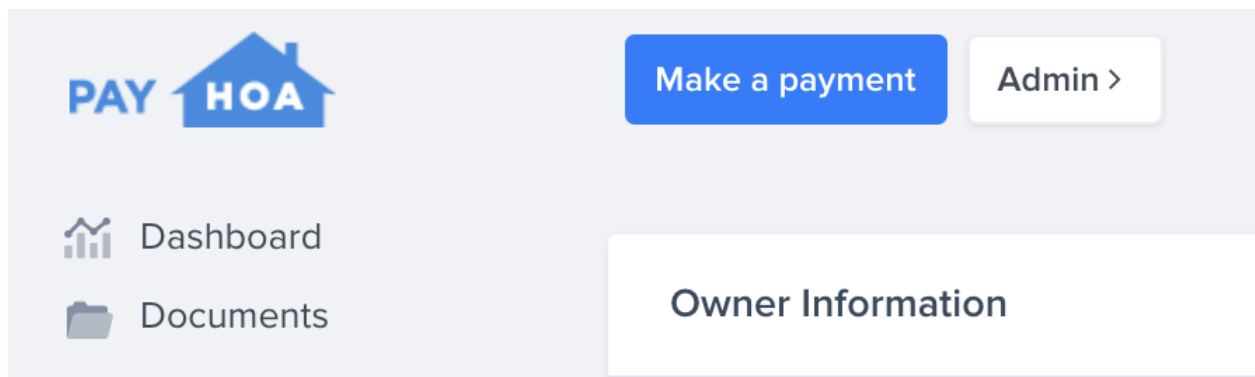


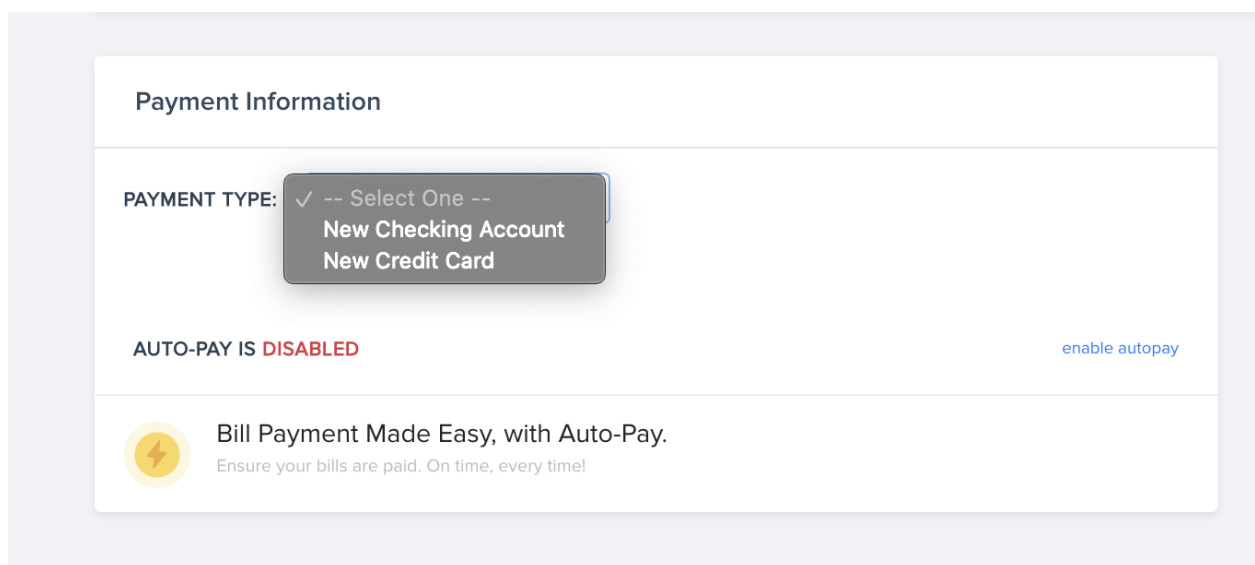
How to Pay using an ACH (E-check) using Account and Routing Number

Adding a payment method using routing/account number and verifying with micro-deposits.

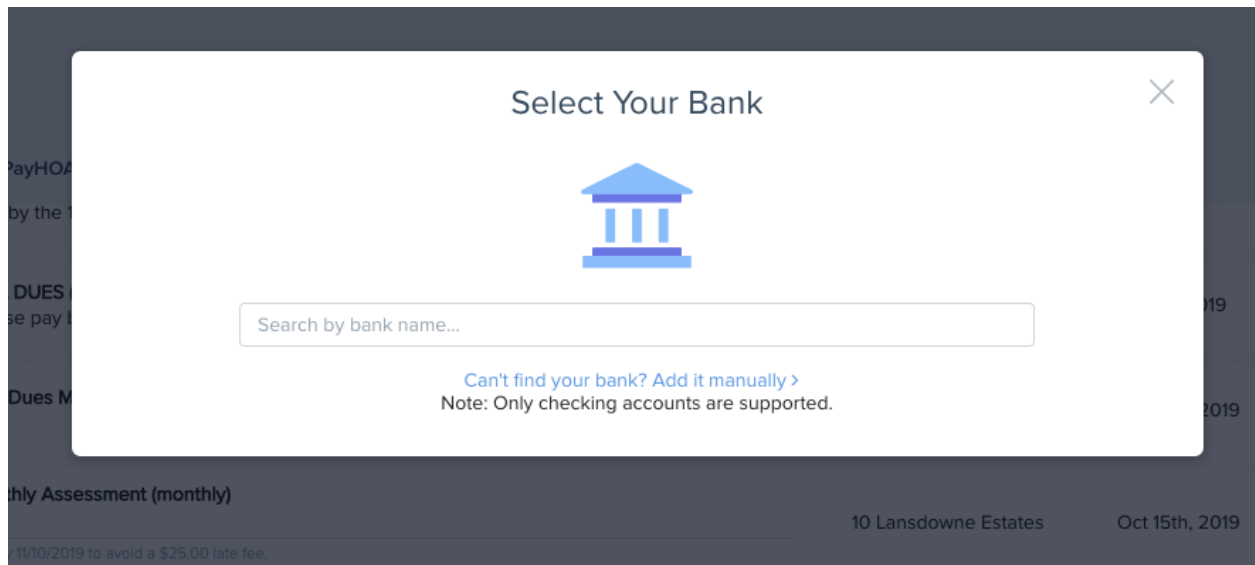
Step 1: Click "Make a payment" in the top left corner.



Step 2: In the payment type box, select new checking account from the dropdown menu.

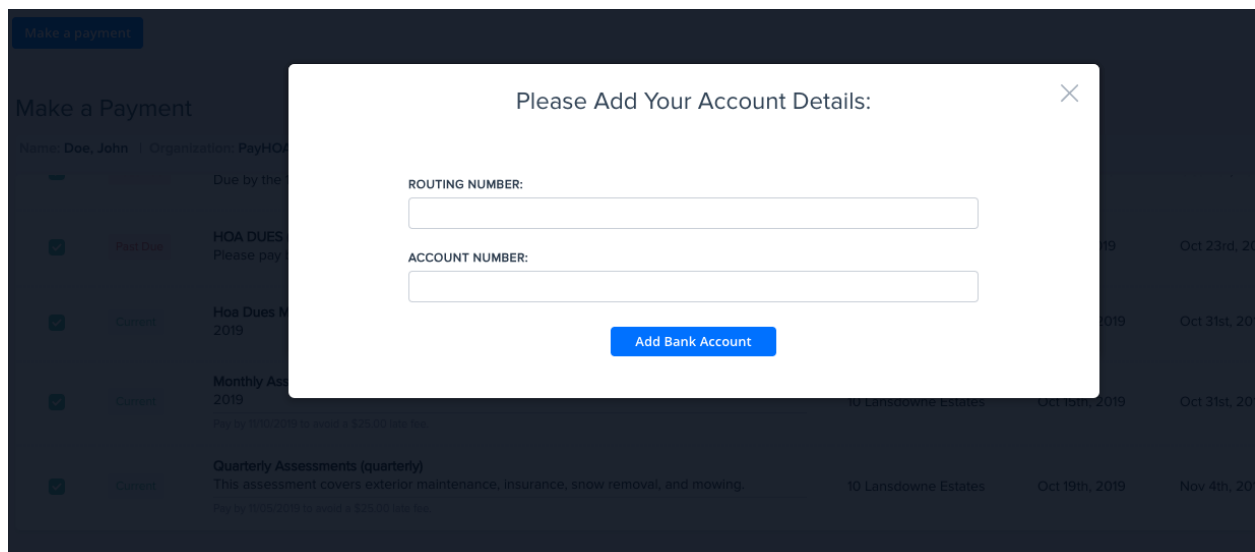


Step 3: Instead of searching for your bank, select "Can't find your bank? Add it manually."



The screenshot shows a modal titled "Select Your Bank" with a close button (X) in the top right corner. In the center is a blue icon of a classical building with columns. Below the icon is a search bar with the placeholder text "Search by bank name...". Under the search bar, there is a link that says "Can't find your bank? Add it manually >" and a note below it that reads "Note: Only checking accounts are supported." The background of the page is dark and shows a list of payment items, including "Monthly Assessment (monthly)" and "Quarterly Assessments (quarterly)".

Step 4: Input your account and routing numbers into the modal. (Routing numbers are always 9 digits)



The screenshot shows a modal titled "Please Add Your Account Details:" with a close button (X) in the top right corner. Inside the modal, there are two input fields: "ROUTING NUMBER:" and "ACCOUNT NUMBER:". Below these fields is a blue button labeled "Add Bank Account". The background of the page is dark and shows a list of payment items, including "Monthly Assessment (monthly)" and "Quarterly Assessments (quarterly)".

Step 5: Verify micro-deposits: In order to verify your checking account information, we send two small deposits to your checking account and then

ask that you report the deposit amounts back to us. This only occurs the first time you pay from an account to verify your ownership.

The micro deposits typically take one or two business days to post to your checking account.

Do not enter any amounts until you see the deposit amounts in your checking account.

3 incorrect attempts will require you to start the process over.

****Most savings accounts are not supported for ACH payment. Please ensure that your bank account is a checking account.****

Select Your Bank

In order to verify your checking account information, we send two small deposits to your checking account and then ask that you report the deposit amounts back to us.

This only occurs the first time you pay from an account to verify your ownership.

The micro deposits typically take one or two business days to post to your checking account.

Do not enter any amounts until you see the deposit amounts in your checking account.

10 incorrect attempts will require you to start the process over.

****Most savings accounts are not supported for ACH payment. Please ensure that your bank account is a checking account.****

DEPOSIT 1:

DEPOSIT 2:

Verify

Checkout

Selected Charges:

Total: \$6,526.00