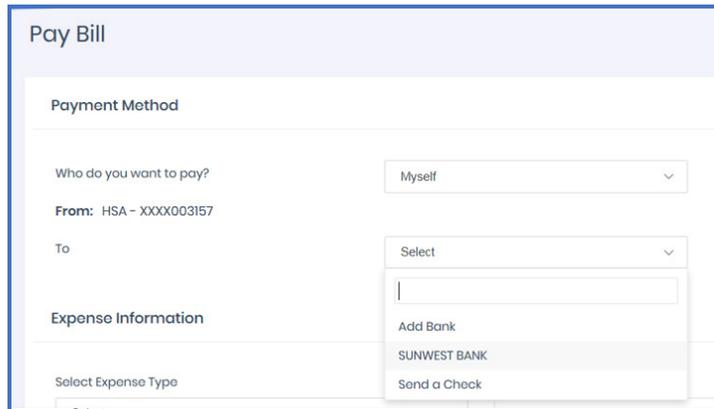
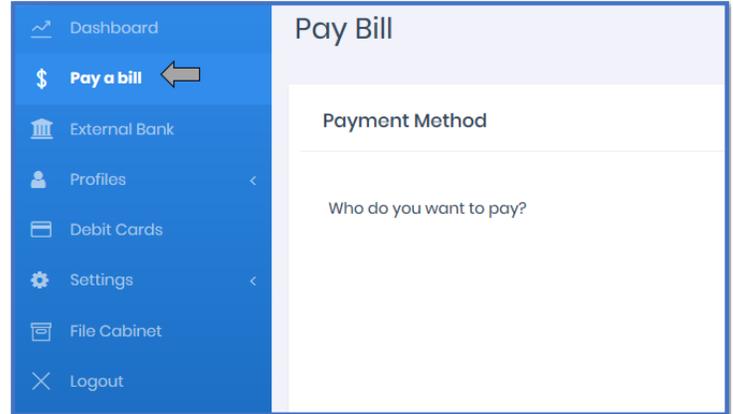


HOW TO:

Pay a Bill

Step 1:

After you have logged into your portal you will select Pay a Bill from the left-hand menu.



Step 2:

Select who you want to pay and where you're sending the payment. You can select to pay yourself via ACH transfer to another bank account or to pay a provider by sending a check. You choose from the drop down menus.

Step 3:

Enter all required data that is marked with an *. You can upload a copy of the bill or receipt. Be sure to agree to the disclaimer and submit. We will begin working on your payment right away.

