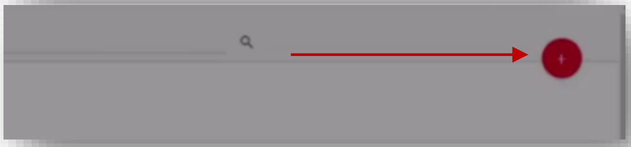
Add a Checking Account for Electronic/ACH Payment

Follow these steps to add an echeck / ACH payment method to your account.

1. Navigate to the administration menu and select **payment source management.**

1. Click on the **red add button** on the top right of the screen.

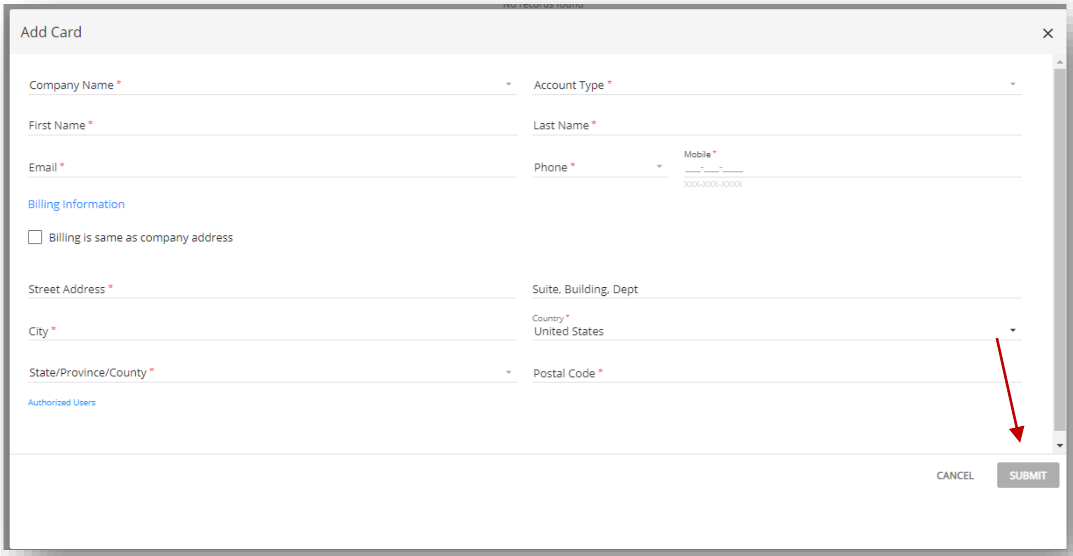


3. Select the company for which you would like to add the checking account. If you are affiliated with multiple companies, be sure to select the correct company.

4. Select the **ACH direct debit** as the account type and enter the company details including your name and email, bank details and billing information. When looking at a check the routing number is found on the left side and the account number is to the middle.

5. If you would like to share this payment method with other users affiliated with their account, in the authorized users field begin to type in their name and select their name as it populates. One you see the name you can select the desired user.

6. Click submit.



You will see the payment method listed. This may be edited by selecting the edit pen. For example, if you would like to add additional authorized users, simply click the edit pen and make the update. To delete the payment method, select the trash can.