

Creating an ACH Payment in The Bill Center

1. Hover over to the Create tab and click on Payment.

		Summary	Create +	V
Search for Accounts	Q	Summary > (Payment	

2. In the Add Payment window, select the Method ACH (e-Check).

	Summary	Create +	View 8	& Pay Bills +	Account Details +	Re
Ad	d Paymen	t > (8065)				
	Submit Pa	ayment				
	Method					
	Metilou					
	Credit Ca	ard (Card Co	nnect)	÷		
-	Credit Ca	ard (Card Co	nnect)			
	ACH (e-C	Check)				
	0.00					
	Save P	ayment Infor	mation f	or Future Tran	sactions	

- 3. Add in the amount that you are required to pay.
- 4. Select **Save Payment** for future transactions.
- 5. Add the **Name** of the account.

Name on Account



6. Then, add the Routing Number and Account Number.

Routin	g Number			
	D 4 ¹ 4			Chard.
↓ '		↓ Account	#	↓ ↓
1:00	12345671	987654	323	010
Accou	nt Number			

7. Select the **Type Of Account.**

	Account Number	
Γ	Account Type]

8. Click on Submit Payment

Submit Payment