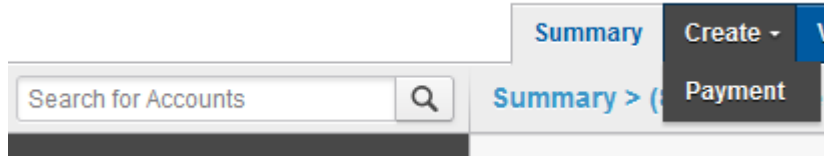
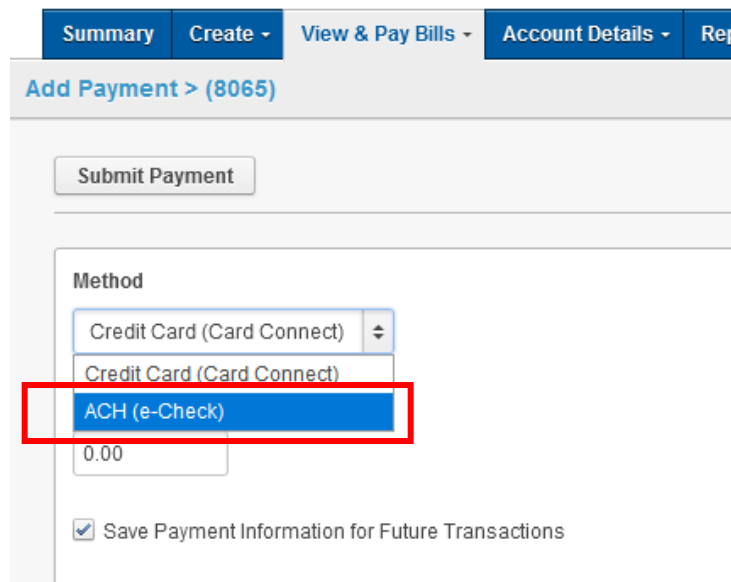


# Creating an ACH Payment in The Bill Center

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



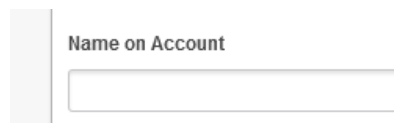
2. In the **Add Payment** window, select the **Method ACH (e-Check)**.



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.

A screenshot of a form field labeled "Name on Account" with an empty text input box below it.

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

Name on Account

Routing Number

Routing # (9 digits)    Account #    Check #  
⑆00 123456789 ⑆ 9876543210 ⑆ 0101

Account Number

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

Account Number

Account Type  
Checking ▾

8. Click on **Submit Payment**