

School Payment Portal

www.schoolpaymentportal.com

Parents' Guide to Getting Started

Contents

| | |
|--|----|
| Creating a New Account | 3 |
| Logging into the School Payment Portal | 6 |
| Site Logout | 7 |
| Adding Students to Account | 8 |
| Make a Cafeteria Deposit..... | 10 |
| Make a Payment | 17 |
| Reminders..... | 21 |
| Transactions..... | 23 |
| Restrict Items..... | 25 |
| My Account..... | 25 |
| Change Your Password | 26 |
| Change Your Email Address..... | 26 |
| Review Saved Payment Sources | 26 |

Creating a New Account

To create a *NEW* account, click the green “**Create Account**” button.

| | | |
|------|-------|---------|
| HOME | ABOUT | CONTACT |
|------|-------|---------|

School Online Payment Processing

The School Payment Portal website allows schools and school districts of all sizes to safely and securely accept online payments from parents for school fees, cafeteria, and more.

Create Account

Parents

Already have an account? Login to the Parent Portal to view information related to your kids and their district.

Parent Login

Administrators

The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district.

Admin Login

Fill in the information:

| HOME | ABOUT | CONTACT |
|---|---|---------|
| <h2>Create a New Account</h2> <p>Fill in the information below to create a new account to use with the School Payment Portal website.</p> | | |
| First Name: | <input type="text"/> | |
| Last Name: | <input type="text"/> | |
| Email Address: | <input type="text"/> | |
| Password: | <input type="password"/> | |
| Confirm Password: | <input type="password"/> | |
| <input type="button" value="Cancel"/> | <input type="button" value="Create Account"/> | |

Click the **Create Account** button.

| HOME | ABOUT | CONTACT |
|---|--|---------|
| <h2>Create a New Account</h2> <p>Fill in the information below to create a new account to use with the School Payment Portal website.</p> | | |
| First Name: | <input type="text" value="Anne"/> | |
| Last Name: | <input type="text" value="Robinson"/> | |
| Email Address: | <input type="text" value="anne.robinson@thegraduate.net"/> | |
| Password: | <input type="password" value="*****"/> | |
| Confirm Password: | <input type="password" value="*****"/> | |
| <input type="button" value="Cancel"/> | <input type="button" value="Create Account"/> | |

Once the New Account has been successfully created, Click the blue **Login Page** button to complete the Login process.

Create a New Account

Fill in the information below to create a new account to use with the School Payment Portal website.

✓ Account successfully created.

Login Page

Logging into the School Payment Portal

Click on the **Parent Login**

[HOME](#)[ABOUT](#)[CONTACT](#)

School Online Payment Processing

The School Payment Portal website allows schools and school districts of all sizes to safely and securely accept online payments from parents for school fees, cafeteria, and more.

[Create Account](#)

Parents

Already have an account? Login to the Parent Portal to view information related to your kids and their district.

[Parent Login](#)

Administrators

The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district.

[Admin Login](#)

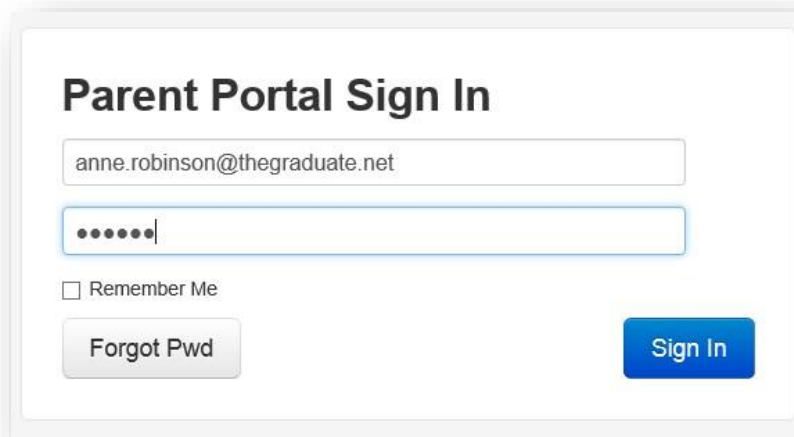
Parent Portal Sign In

☐ Remember Me

[Forgot Pwd](#)[Sign In](#)

[Home](#)

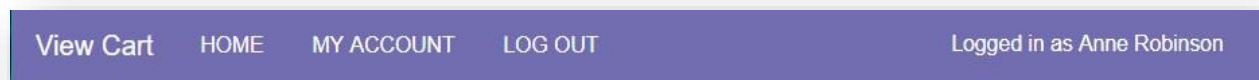
Enter your credentials and Click the **Sign In** button.



The image shows a 'Parent Portal Sign In' form. It has a title 'Parent Portal Sign In' at the top. Below the title is a text input field containing the email address 'anne.robinson@thegraduate.net'. Underneath the email field is a password input field with six dots representing masked characters. To the left of the password field is a checkbox labeled 'Remember Me'. At the bottom left of the form is a button labeled 'Forgot Pwd'. At the bottom right is a blue button labeled 'Sign In'.

Site Logout

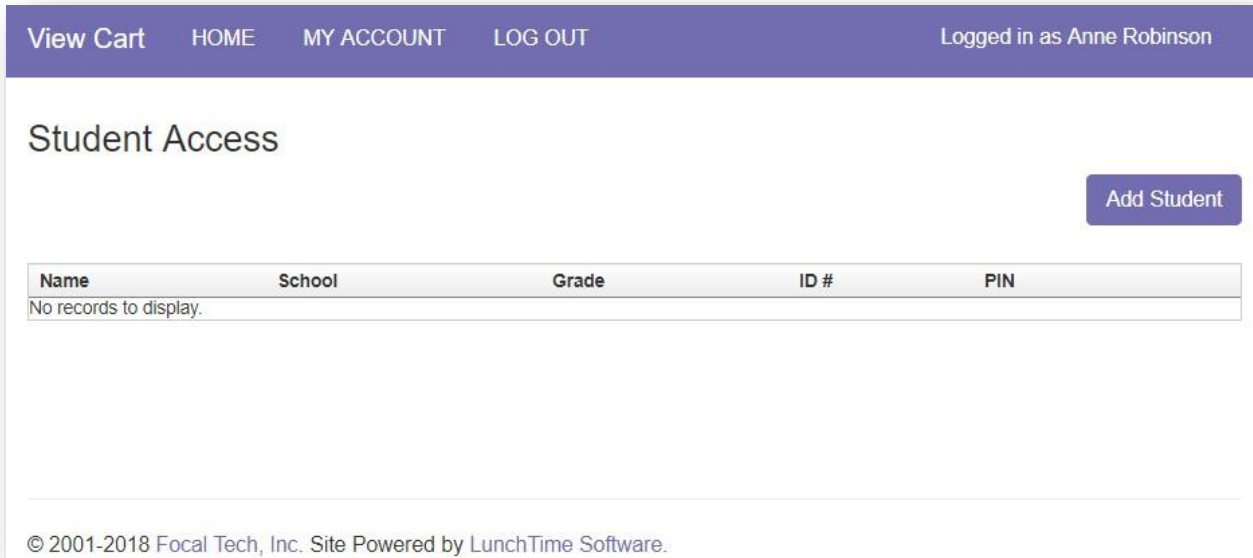
Along the top menu bar, click on **Log Out** to end your session



The image shows a horizontal top menu bar with a purple background. On the left side, there are four links: 'View Cart', 'HOME', 'MY ACCOUNT', and 'LOG OUT'. On the right side, there is a text label 'Logged in as Anne Robinson'.

Adding Students to Account

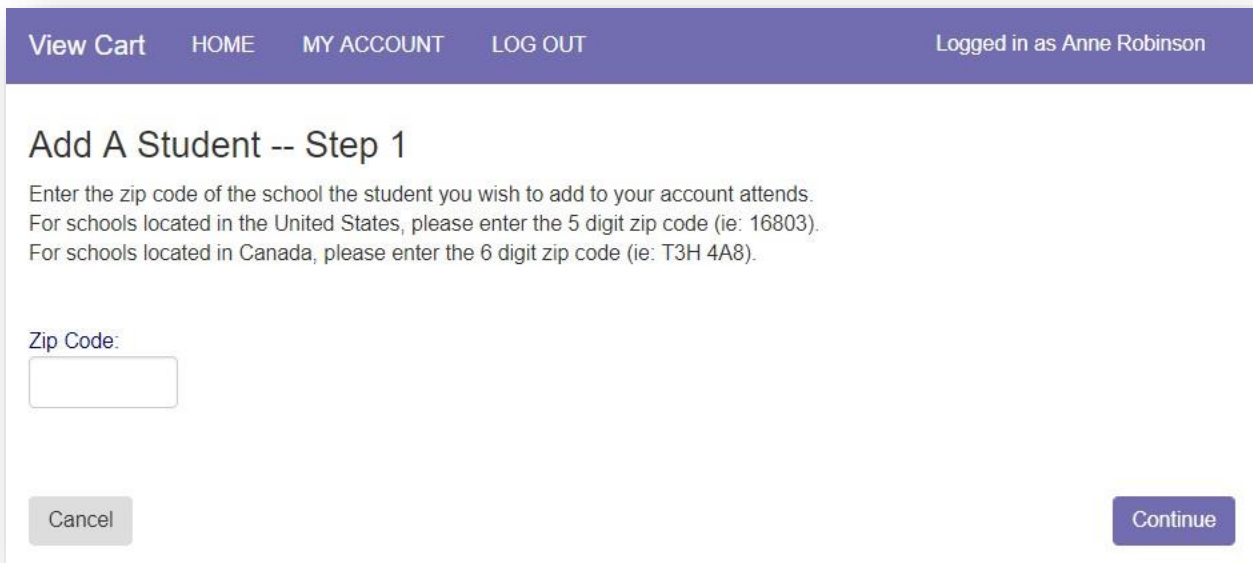
On the Student Access Page, Click the blue **Add Student** button. The Student Access Page will be your first page if you have not added any students. You can also click **Home** in the menu bar along the top.



The screenshot shows the 'Student Access' page. At the top is a purple navigation bar with links: 'View Cart', 'HOME', 'MY ACCOUNT', and 'LOG OUT'. On the right side of the bar, it says 'Logged in as Anne Robinson'. Below the navigation bar, the page title 'Student Access' is displayed. To the right of the title is a blue button labeled 'Add Student'. Below this is a table with five columns: 'Name', 'School', 'Grade', 'ID #', and 'PIN'. The table contains a single row with the text 'No records to display.' Below the table, there is a footer line that reads '© 2001-2018 Focal Tech, Inc. Site Powered by LunchTime Software.'

| Name | School | Grade | ID # | PIN |
|------------------------|--------|-------|------|-----|
| No records to display. | | | | |

Click on the **Add Student** button.



The screenshot shows the 'Add A Student -- Step 1' form. At the top is a purple navigation bar with links: 'View Cart', 'HOME', 'MY ACCOUNT', and 'LOG OUT'. On the right side of the bar, it says 'Logged in as Anne Robinson'. Below the navigation bar, the page title 'Add A Student -- Step 1' is displayed. Below the title, there is instructional text: 'Enter the zip code of the school the student you wish to add to your account attends. For schools located in the United States, please enter the 5 digit zip code (ie: 16803). For schools located in Canada, please enter the 6 digit zip code (ie: T3H 4A8).' Below this text is a label 'Zip Code:' followed by a text input field. At the bottom left is a grey button labeled 'Cancel', and at the bottom right is a blue button labeled 'Continue'.

Enter the Zip Code of your students' school. Click the **Continue** button on the bottom.

Available schools will be displayed. Click on the blue **Select** to the left of your students' school.

Add A Student -- Step 2

Select the school of the student you wish to add from the list below. If the school you are looking for is not listed, click the Start Over button to restart the process.

| | School | District/Organization |
|--------|-----------------------|-----------------------|
| Select | Diocese Elementary | MMS Testing District |
| Select | MD Area Middle School | MMS Testing District |
| Select | Middle School | MMS Testing District |
| Select | Skills Elementary | MMS Testing District |
| Select | West Elementary | MMS Testing District |

Start Over

Enter the Required information and Click on the blue **Continue** button in the lower right.

Add A Student -- Step 3

Enter the requested information for the student you wish to add to your account.

Last Name:

First Name:

Student ID:

Start Over

Continue

Verify the information and Click on the blue **Add Student** to the left of your students' name.

Add A Student -- Step 4

Click the Add Student link in the table below to add the selected student to your account.

| | Name | Grade |
|-----------------------------|-----------------|-------|
| Add Student | Alampi, Charles | 12 |

[Start Over](#)

You will be returned to the Student Access page. You can add additional students as needed.

Make a Cafeteria Deposit

On the Home Screen, click the **Make Cafeteria Deposit** button.

Cafeteria Account

Use the Reminders link to setup an email alert or to automatically put money in your child's account when your their balance falls below a specified level.

[View/Set Reminders](#) [Make Cafeteria Deposit](#)

| | Name | School | Grade | PIN | Balance | Pending |
|------------------------------|-------------|-----------------------|-------|-----|---------|---------|
| Transactions | Smith, Carl | West Area High School | 012 | | \$2.70 | \$0.00 |

Enter the Deposit Amount for each Student Listed and click the **Continue** button.

Cafeteria Deposit - Enter Amounts

Enter the amount to be deposited for each patron shown. Only patrons attending schools that are accepting payments online and who do not have any pending payments from this website will be available.

| Gateway | Patron | School | Total Balance | Deposit Amount |
|---------|-------------|-----------------------|---------------|-----------------------------------|
| West | Smith, Carl | West Area High School | \$2.70 | <input type="text" value="0.00"/> |

[Cancel](#) [Continue](#)

Review the Payment Screen and then Click the **Add To Cart** button.

Cafeteria Deposit - Confirmation

Please confirm your cafeteria account deposit.

| Patron | School | Deposit Amount |
|-------------|-----------------------|----------------|
| Smith, Carl | West Area High School | \$50.00 |

[Cancel](#) [Add To Cart](#)




Once all Cafeteria Deposits have been added to your Shopping Cart, click the **Check Out** button.

Shopping Cart

Note: All items must be associated with the same gateway account in order to be processed as a single transaction.

| | Item | School | Quantity | Item Price | Total |
|------------------------|---|-----------------------|----------|------------|----------------|
| Remove | LunchTime Cafeteria Deposit-Smith, Carl | West Area High School | 1 | \$50.00 | \$50.00 |
| Total | | | | | \$50.00 |

[Continue Shopping](#) [Check Out](#)



Your payment options will be displayed. If your school only accepts Credit Cards or ACH you may not see multiple options. If you have not used the payment system, you may not have a Saved Account. Note the Service Fee and associated amounts for each listed payment option. Click on **Select** next to the payment option you wish to use.

Shopping Cart Checkout - Select Payment Method



| | Nickname | Type | Account Number | Service Fee |
|------------------------|----------------------|-------------|----------------|-------------|
| Select | Saved Account #1 | ACH | 1xxxxxx32 | \$1.00 |
| Select | One-Time Credit Card | Credit Card | | \$2.72 |
| Select | One-Time ACH | ACH | | \$1.00 |

[View Cart](#)

Enter all the required information in the Billing Information Section.

Billing Information

First Name:

John

Last Name:

Smith

Address Line 1:

123 Main Street

Address Line 2:

City:

Hometown

State:

AB

Zip Code:

12345

Country:

USA



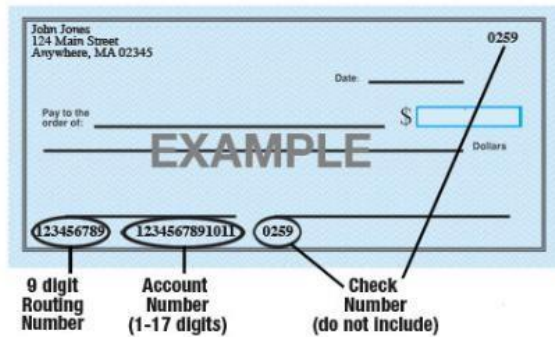
Phone:

800-555-1212



If ACH was chosen, continue to the Account Information Section, adding information from a printed check. Confirm the Service Fee and the Total Due.

Account Information



Name on Account:

John Smith

Routing Number:

123456789

Account Number:

00100200345

Account Entity:

Personal

Account Type:

Checking

Payment Information

Service Fee:

\$1.00

Total Due:

\$76.00

If Credit Card was chosen, enter the required information: Confirm the Service Fee and the Total Due.

Account Information



Card Number:

4111111111111111

Expiration:

July



2020



3 Digit Card Verification Number

CVV Code:

466

Payment Information

Service Fee:

\$2.72

Total Due:

\$77.72

You must check the box to confirm the Total Due will be paid using the selected payment source. Click the **Process Payment** button.

☐ By checking this box I confirm that I wish to have a total of \$76.00 taken out of my checking/savings account to pay for the items listed above. \$75.00 will be applied to the items purchased and \$1.00 will be applied to the service fee for this transaction.

Cancel

Process Payment

You will receive a Receipt. You may print this for your records by clicking the blue **Print** button or return to your account by clicking on the gray **Back to My Account** button.

SchoolPaymentPortal.com Transaction Receipt

Merchant:
HomeTown Public School
123 North Main Street
HomeTown, NE 12345

Customer:
Joe Smith
123 Main Street
HomeTown, NE 68022

#11189 7/27/2016 10:24:25 AM

| Item | School | Quantity | Item Price | Total |
|---|-------------|----------|------------|----------------|
| LunchTime Cafeteria Deposit-Smith, Cody | High School | 1 | \$25.00 | \$25.00 |
| LunchTime Cafeteria Deposit-Smith, Drew | | 1 | \$25.00 | \$25.00 |
| LunchTime Cafeteria Deposit-Smith, Sharon | High School | 1 | \$25.00 | \$25.00 |
| Service Fee | | 1 | \$2.72 | \$2.72 |
| Total | | | | \$77.72 |

Payment Type: Credit Card
Card Number: 4xxxxxx1111
Expiration: 07/20
Transaction ID: 3211450440
Amount Received: \$75.00

Service Fee Transaction

Transaction ID: 3211450478
Amount Received: \$2.72

Back to My Account

Print

Make a Payment

Click on Items/Fees on the black bar at the top of the page if your school accepts payments for additional items.

[View Cart](#) [HOME](#) [MY ACCOUNT](#) [ITEMS/FEES](#) [LOG OUT](#)

School Items

If there are currently any fees owed by students associated with your account, they will show below:

School Items

This table shows a summary of fees owed by students in your account. Click the details link to view more information on the items and fees that are currently due.

| | Name | School | Balance Due | Prior Balance Due |
|--------------------------|-----------------|-----------------------|-------------|-------------------|
| View/Pay | Alampi, Charles | MD Area Middle School | \$325.00 | \$0.00 |

Click on the blue **View/Pay** text to the left of your student.

Details of the Item/Fees are shown:

School Fee Details

Name:

Alampi, Charles

School:

MD Area Middle School

Balance Due:

\$325.00

[Return](#)

[Make A Payment](#)

| Date | Description | Debit | Credit | Balance |
|-----------|--------------------|----------|--------|----------|
| 6/29/2015 | Tuition Charge | \$325.00 | \$0.00 | \$325.00 |
| | Prior Year Balance | | \$0.00 | \$0.00 |

[Return](#)

Click on the blue **Make A Payment** button on the right.

Enter the Amount you wish to pay in the Amount box. The default will be the entire amount. Select, delete and enter your desired amount. Click on the blue **Continue** button on the left.

School Fee Payment

Student:
Alampi, Charles

Amount:

Confirm the details shown on the screen and Click on the blue **Add to Cart** button.

School Fee Payment - Confirmation

Patron:
Alampi, Charles

School:
MD Area Middle School

Payment Amount:
\$75.00

If you have additional students and/or fees, you can click on Continue Shopping to choose these items to add to your cart. If you are ready to make a payment, Click on the blue **Check Out** button.

Shopping Cart

Note: All items must be associated with the same gateway account in order to be processed as a single transaction.

| | Item | School | Quantity | Item Price | Total |
|------------------------|-----------------------------|-----------------------|----------|------------|----------------|
| Remove | School Fees-Alampí, Charles | MD Area Middle School | 1 | \$75.00 | \$75.00 |
| | Total | | | | \$75.00 |

[Continue Shopping](#)

[Check Out](#)

Additional fees associated with the Payment Method will be shown. Click on the blue **Select** to accept these fees.

Shopping Cart Checkout - Select Payment Method

| | Nickname | Type | Account Number | Service Fee |
|------------------------|----------------------|-------------|----------------|-------------|
| Select | One-Time Credit Card | Credit Card | | \$2.72 |

[View Cart](#)

Make Payment with a new Credit Card

Shopping Cart Details

| Item | School | Quantity | Item Price | Total |
|-----------------------------|-----------------------|----------|------------|----------------|
| School Fees-Alampi, Charles | MD Area Middle School | 1 | \$75.00 | \$75.00 |
| Totals | | | | \$75.00 |

Billing Information

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country:

Phone:

Fill in the appropriate demographic information (*above*) and the appropriate payment information (*below*):

Account Information



Card Number:

Expiration:



3 Digit Card Verification Number

CVV Code:

Payment Information

Service Fee: \$2.72
Total Due: \$77.72

☒ By checking this box I confirm that I wish to have a total of \$77.72 charged to my credit card to pay for the items listed above. \$75.00 will be applied to the items purchased and \$2.72 will be applied to the service fee for this transaction.

Make sure to check the box to confirm that you wish to have your credit card charged for the Total Due. Click on the green **Process Payment** button.

A receipt will be generated. If needed, Click on the blue **Print** button. If a hard copy is not required, use the gray **Back to My Account** button.

SchoolPaymentPortal.com Transaction Receipt

Merchant:
MMS Testing School District
301 Science Park Road
Suite 123
State College, PA 16803

Customer:
Anne Robinson
1967 North Palm Drive
Beverly Hills, PA 16803

#10102 7/22/2015 4:02:58 PM

| Item | School | Quantity | Item Price | Total |
|-----------------------------|-----------------------|----------|------------|----------------|
| School Fees-Alampi, Charles | MD Area Middle School | 1 | \$75.00 | \$75.00 |
| Service Fee | | 1 | \$2.72 | \$2.72 |
| Total | | | | \$77.72 |

Payment Type: Credit Card

Card Number: 4xxxxxx1111

Expiration: 07/15

Transaction ID: 2753009112

Amount Received: \$75.00

Service Fee Transaction
Transaction ID: 2753009139
Amount Received: \$2.72

Back to My Account

Print

Reminders

Users can establish thresholds for each student and receive either email reminders or automatic payments when the threshold has been reached. Under the Cafeteria Account section, Click on **View/Set Reminders**.

Cafeteria Account

Use the Reminders link to setup an email alert or to automatically put money in your child's account when your their balance falls below a specified level.

View/Set Reminders

Make Cafeteria Deposit

| | | Name | School | Grade | PIN | Balance | Pending |
|--------------|--------------------------------|-----------------|---------------------|-------|-------|---------|---------|
| Transactions | Restrict Items | Smith, Cody | Elkhorn High School | 9 | 11959 | \$49.50 | \$25.00 |
| Transactions | Restrict Items | Smith, Drew | Elkhorn High School | 11 | 21039 | \$94.50 | \$25.00 |
| Transactions | Restrict Items | Smith, Makenzie | Elkhorn High School | 11 | 9567 | \$60.60 | \$0.00 |

Click on **Modify** next to the Student.

Cafeteria Low Balance Reminders

Any item appearing in red has an invalid saved payment source. Please modify the saved payment source from the [My Account](#) page in order for the payment to resume processing.

| | Patron | Auto Email | Auto Replenish | Balance Amount | Deposit Amount |
|------------------------|-----------------|------------|----------------|----------------|----------------|
| Modify | Smith, Cody | | | | |
| Modify | Smith, Drew | | | | |
| Modify | Smith, Makenzie | | | | |

[Return](#)

From the Reminder Type dropdown, choose either Auto Email or Auto Replenish. Click the **Continue**

Set Cafeteria Low Balance Reminder - Step 1

Reminder Types:
Auto Email - receive an email when the patron's balance falls below a specified amount.
Auto Replenish - run a transaction against a saved payment source for a specified amount when the patron's balance falls below a specified level.
Note: not all reminder types are available for every school.

Patron Name: Smith, Drew

Reminder Type: Auto Email

[Cancel](#) [Continue](#)

Enter the required information and click the **Continue** button.

Set Cafeteria Low Balance Reminder - Receive an Automatic Email

Receive an email message when the patron's balance falls below a specified level.

Patron Name:
Smith, Drew

Balance Level:

[Cancel](#) [Continue](#)

Verify the information and click the **Save Reminder** button. Repeat with additional students as needed.

Set Cafeteria Low Balance Reminder - Confirm Choices

Please verify the reminder information and click Save Reminder to save these choices. You will receive an email each time the patron's balance reaches or falls below the specified level.

Patron Name:

Smith, Drew

Low Balance Level:

\$10.00

Cancel

Save Reminder

Transactions

Click on the blue text **Transactions** to see a listing of all cafeteria activity for that student.

Cafeteria Account

Use the Reminders link to setup an email alert or to automatically put money in your child's account when your their balance falls below a specified level.

View/Set Reminders

Make Cafeteria Deposit

| | | Name | School | Grade | PIN | Balance | Pending |
|------------------------------|--------------------------------|-----------------|---------------------|-------|-------|---------|---------|
| Transactions | Restrict Items | Smith, Cody | Elkhorn High School | 9 | 11959 | \$49.50 | \$25.00 |
| Transactions | Restrict Items | Smith, Drew | Elkhorn High School | 11 | 21039 | \$94.50 | \$25.00 |
| Transactions | Restrict Items | Smith, Makenzie | Elkhorn High School | 11 | 9567 | \$60.60 | \$0.00 |

Review the information then click the **Return** button.

Cafeteria Transactions

Name:

[Return](#)

| Date | Meal | Item | Quantity | Item Amount | Debit | Credit | Balance |
|-----------------------|-------|----------------|----------|-------------|--------|----------|-----------|
| 5/13/2016 11:15:20 AM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$68.25 |
| 5/12/2016 1:36:24 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$71.65 |
| 5/9/2016 11:17:10 AM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$75.05 |
| 5/6/2016 11:37:56 AM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$78.45 |
| 5/4/2016 12:26:26 PM | Lunch | Milk - Choc. | 1 | \$0.65 | \$0.65 | | \$81.85 |
| 5/3/2016 10:00:39 AM | Lunch | Milk - Choc. | 1 | \$0.65 | \$0.65 | | \$82.50 |
| 5/2/2016 12:20:20 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$83.15 |
| 4/28/2016 9:00:14 AM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$86.55 |
| 4/26/2016 12:36:40 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$89.95 |
| 4/21/2016 11:55:55 AM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$93.35 |
| 4/20/2016 12:20:52 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$96.75 |
| 4/18/2016 12:48:39 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$100.15 |
| 4/12/2016 11:43:26 AM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$103.55 |
| 4/11/2016 12:16:41 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$106.95 |
| 4/7/2016 1:03:17 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$110.35 |
| 4/4/2016 12:21:28 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$113.75 |
| 4/1/2016 12:17:34 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$117.15 |
| 3/31/2016 1:17:28 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$120.55 |
| 3/29/2016 1:30:09 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$123.95 |
| 3/25/2016 9:10:16 AM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$127.35 |
| 3/24/2016 1:16:18 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | \$130.75 |
| 3/23/2016 1:08:34 PM | | Online Deposit | 1 | \$150.00 | | \$150.00 | \$134.15 |
| 3/22/2016 9:23:36 AM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | (\$15.85) |
| 3/21/2016 12:22:18 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | (\$12.45) |
| 3/11/2016 12:35:25 PM | Lunch | Tray Water | 1 | \$3.40 | \$3.40 | | (\$9.05) |

Restrict Items

Your school may allow Restrict Items. This allows parents/guardians to control cafeteria purchases. You will see all the items available for purchase. Click on the blue text [Restrict](#) to restrict specific items. Restricted items will show in the upper list. Please be cautious in setting restrictions. If your school does not offer this option online, you may be able to contact the school nurse or food services directly to discuss dietary requirements.

Cafeteria Item Restrictions

Student Name: Arnold, Isaac

Items Restricted From Purchase

| Item |
|------------------------|
| No records to display. |

Items Allowed for Purchase

| Item |
|---|
| Restrict 1.00 Beverage |
| Restrict Baked Dessert |
| Restrict Bottled Water- Large |
| Restrict Bottled Water- Small |
| Restrict Bread Item |
| Restrict Bread, 1 Slice |
| Restrict Breakfast 1 |
| Restrict Breakfast 2 |
| Restrict Breakfast 3 |
| Restrict Breakfast 4 |
| Restrict Breakfast Bread |
| Restrict Brk Entree |
| Restrict Brk Meat Sec |
| Restrict Brk Meat Elem |
| Restrict Canned Fruit_Side |

My Account

You can use the My Account menu to Change Your Password, Change Your Email Address and Review Saved Payment Sources.



Change Your Password

Fill in the New Password
Fill in Confirm New Password, Click **Update** button to Save changes

Change Your Email Address

Enter the email address you wish to associate with this account, Click **Update** button to Save changes

My Account Info

First Name:

Anne

Last Name:

Robinson

Email Address:

anne.robinson@thegraduate.net

New Password:

Confirm New Password:

Update

Review Saved Payment Sources

Under Saved Payment Sources, Click **Modify**

Saved Payment Sources

New Saved Payment Source

Any payment source appearing in red is invalid and can't be used as a form of payment until the errors with the payment source are corrected. Click the modify link to update the selected saved payment source.

| | Gateway | Nickname | Type | Account Number | |
|--------|---------|-------------|-------------|----------------|--------|
| Modify | | United Visa | Credit Card | | Delete |

Enter updated information for your payment source.

Modify Saved ACH

Please enter your account information.

Nickname:

Checking

Billing Information

First Name:

Anne

Last Name:

Robinson

Address Line 1:

1967 North Palm Drive

Address Line 2:

City:

Beverly Hills

State:

CA

Zip Code:

16803

Country:

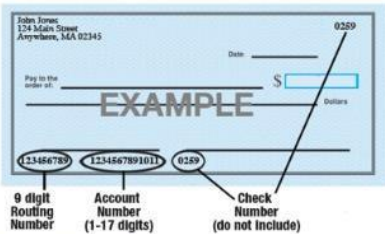
USA ▼

Phone:

814-555-2121

Click **Continue** when finished to return to the Home screen.

Account Information



The diagram shows a check with the following details: Pay to the order of: **EXAMPLE**, Amount: \$ [] Dollars, Date: []. The MICR line at the bottom is 123456789 1234567891011 0250. Labels with arrows point to: '123456789' (9 digit Routing Number), '1234567891011' (Account Number (1-17 digits)), and '0250' (Check Number (do not include)).

Name on Account:

Routing Number:

Account Number:

Account Entity:

Account Type: