Making ACH Payment as Authorized User

Navigate to Authorized User Login for Bill + Payment
- Click on Make a Payment
Current account status will display. Select make a payment again.

Enter a payment amount and memo, if desired, and then continue.
- Choose Electronic Check from the payment method drop down and click Select

**Electronic Check** - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.
- Enter checking account information, will need the routing number of bank, then Continue

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment method</th>
<th>Confirmation</th>
<th>Payment Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>$55.55</td>
<td>New Electronic Check</td>
<td></td>
<td></td>
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</tbody>
</table>

Select Payment Method

Account Information

Indicates required fields

- You can use any personal checking or savings account.
- Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler’s checks.
- Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler’s checks, etc.

- *Account type:
- *Routing number:
    (View example)
- *Bank account number:
- *Confirm account number:
- *Name on account:

Refund Options

Only one account can be designated to receive refunds.

☐ Check here if you would like refunds to be deposited into this account.

Option to Save

☐ Save this payment method for future use

Save payment method as:
(example My Checking)

Continue Back Cancel
A confirmation page should display with the payment information.

- Check the box at the bottom of the page to Agree to the Terms and Conditions
- Submit Payment

Account Payment

Submit Payment
Please review the transaction details, then submit your payment.

Payment date: 8/21/17
Payment amount: $555.55
Account type: Checking
Routing number: 101000019
Account number: xxxxx6456
Name on Account: Jonny Test
E-mail: ps_cs tst@pugetsound.edu
Accept refunds: Yes
Payment profile name: TST CK2

Terms and Conditions
I hereby authorize University of Puget Sound to initiate debit or credit entries to my Depository according to the terms below and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a $25.00 return fee will be added to my student account.

Name: Jonny Test
Depository: COMMERC BANK
ACH DEPT.
KANSAS CITY, MO 64143-2648
Routing Number: 101000019
Account Number: xxxxx6456
Debit Amount: $555.55
This agreement is dated Monday, August 21, 2017.

For fraud detection purposes, your internet address has been logged: 207.207.127.235 at 8/21/17 9:25:31 AM PDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: help@pugetsound.edu

I agree to the above terms and conditions. (Print Agreement)

Submit Payment  Back  Cancel
A payment receipt should display as well as a message at the top of the page notifying payment method has been saved.

Account Payment

Your new ACH payment method has been saved. Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

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Payment Receipt

Your payment in the amount of $555.55 was successful. A confirmation email was sent to ps_cs_tst@pugetsound.edu. Please print this page for your records.

Payment date: 8/21/17
Amount paid: $555.55
Student name: 
Paid to: University of Puget Sound
UNITED STATES
Account number: xxxxx6456
Name on account: Jonny Test
Account Type: Checking