

We are making it easy to pay with ACH

Control the costs associated with your payments by switching from paper checks to ACH payments.

More businesses are using automated clearing house (ACH) transfers to simplify payments to vendors and suppliers. When you make a payment using ACH, your bank works for you. The funds come directly from your bank account, unlike a check that can be delayed or lost in transit.

ACH payments are a safer, faster and more efficient payment method than mailing paper checks.

Let me show you how it works



Getting started – In Settings, go to the Payment Settings tab



Under Payment Settings, click the Payments Accounts tab. The following view appears:

Open Closed	O Payment History	🔅 Settings		Shawn Burchfield
Profile Settings	Payment Settings			
Change Password	Manage your payment settings, payment	accounts and auto-pay settings.		
Payment Settings		y seconds	6	
Notification Settings	AMEX Corporate Card	Credit Card	Default Group &	Edit Delete
User Management	My Bank Account	Bank Account	Default Group P	Edit Delete
Account Management				
C Group Management				
	Add Bank Account Add Cre	dt Card		

You may Add or Edit a Bank Account. If adding a new Bank Account, press the Add Bank button.

The following screen will appear. Enter the following information.

- Field Description: Enter a friendly name to associate with the account.
 - **Bank Name:** Enter the name of the paying bank.
- **C** Name on Account: Enter the first and last name of the bank account owner.
- Routing Number: Enter the routing number located next to the symbol on the bank's check.
- Account Number: Enter the account number located next to the symbol on the bank's check.

Retype Account Number: Enter the prior bank account number as a confirmation.

Payment History	🔅 Settings	Shawn Burchfield	1.
Payment Settings Manage your payment settings, pa	syment accounts and sudo pay settings.		
Payment Accounts A	uto-Pay Settings Payment Options		
Friendly Name:	My Bank Account		
Bank Name:			
Name On Account:			
Routing Number +:			
Account Number P			
Retype Account Number:			
Your payment account n Group Name	nut be assigned to at least one group. Select the group(s) from the list below that you want to assign the payment account to or add a new group.	Add Group	
Default Group			^
East			
East 1			
I West			-
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* **Please note**, your vendor may allow you to link multiple users to specific bank accounts and restrict general access to these items. *If applicable,* select an existing group from the grid or click the Add Group button to open a dialog and enter a new group name.

4

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Once all the fields are filled in, press Save to add the bank account to the system.

You're ready. You can conveniently pay any invoice electronically with ACH instead of sending a check.

	Parent at second a subsecond	
riendly Name:	My Bank Account	
ank Name:	PNC Bank	
ame On Account:	George Ayub	
Routing Number 4	123123123	
ccount Number #	000000005678	
Your payment acc	court must be assigned to all teast one proce. Select the proupting from the list below that you want to assign the payment account to or add a new proce.	Add Gro
Oroup marine		
Default Group		
Default Group East		

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3

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