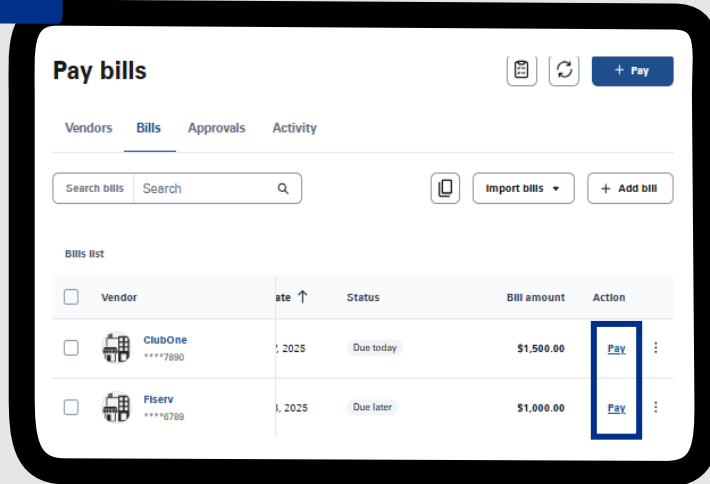


# Payments: How to Pay Using a Bank Account

1

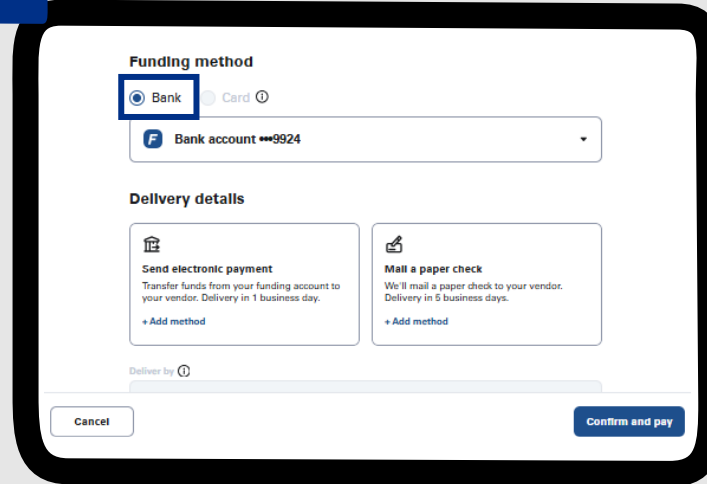


The screenshot shows the 'Pay bills' interface. At the top, there are tabs for 'Vendors', 'Bills', 'Approvals', and 'Activity'. Below the tabs is a search bar and buttons for 'Import bills' and '+ Add bill'. A table lists bills with columns for 'Vendor', 'Due date', 'Status', 'Bill amount', and 'Action'. Two bills are visible: ClubOne (due today, \$1,500.00) and Fiserv (due later, \$1,000.00). The 'Pay' button in the 'Action' column for each bill is highlighted with a blue box.

Vendor	Due date	Status	Bill amount	Action
ClubOne ****7890	2/25/25	Due today	\$1,500.00	Pay
Fiserv ****6789	3/1/25	Due later	\$1,000.00	Pay

From the "Bills" inbox, locate the bill you would like to pay. Click "Pay."

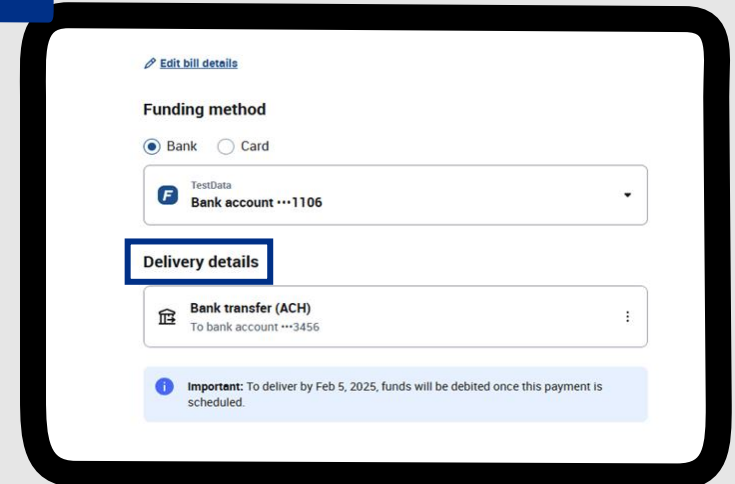
2



The screenshot shows the 'Funding method' and 'Delivery details' interface. Under 'Funding method', the 'Bank' radio button is selected, and a dropdown menu shows 'Bank account \*\*\*\*9924'. Under 'Delivery details', there are two options: 'Send electronic payment' and 'Mail a paper check'. The 'Send electronic payment' option is highlighted with a blue box. At the bottom, there are 'Cancel' and 'Confirm and pay' buttons.

Choose the bubble next to "Bank" under "Funding method."  
Choose the bubble next to "Bank" under "Delivery details."

3



The screenshot shows the 'Delivery details' interface. Under 'Funding method', the 'Bank' radio button is selected, and a dropdown menu shows 'Bank account \*\*\*\*1106'. Under 'Delivery details', the 'Bank transfer (ACH)' option is selected, and a dropdown menu shows 'To bank account \*\*\*\*3456'. An important notice at the bottom states: 'Important: To deliver by Feb 5, 2025, funds will be debited once this payment is scheduled.' At the bottom right, there is a 'Confirm and pay' button.

Under "Delivery details," see the forms of payment available. Click the "Confirm and pay" button.