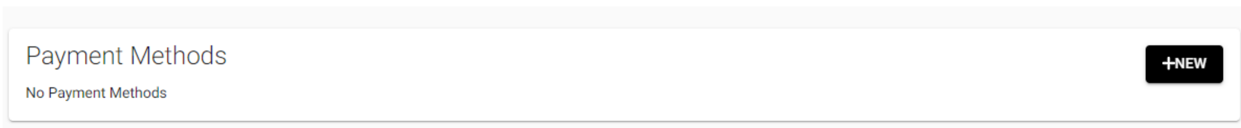
How to add a bank account for ACH payments to our Client Billing Portal

Go to https://clearcomit.connectboosterportal.com/

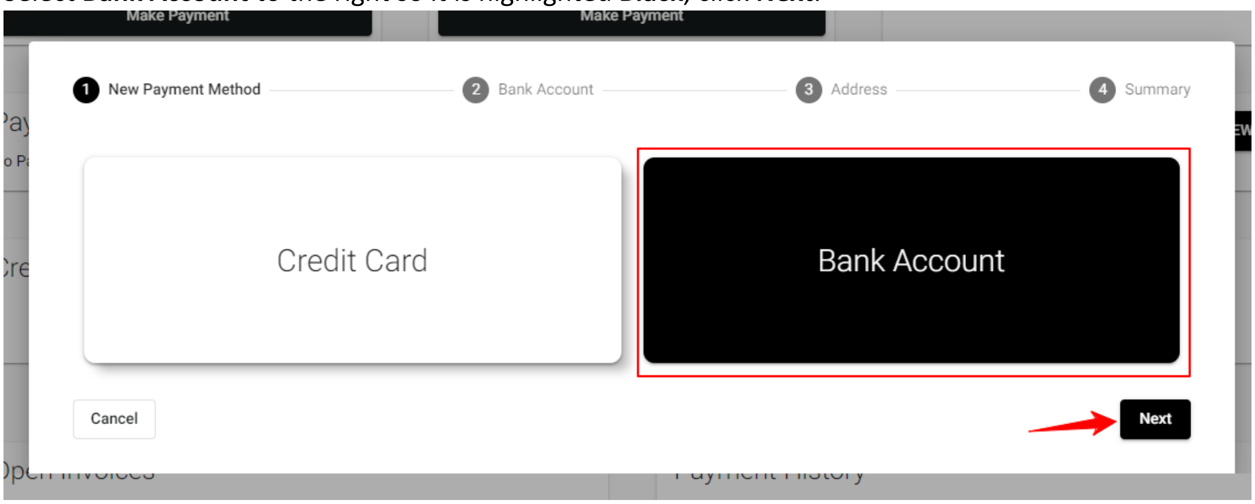
On your page, scroll down to Payment Options.

Set up your Payment Options –

If your bank info is not already listed on your account, click on the "**New +**" button.



Select **Bank Account** to the right so it is highlighted **Black**, click **Next**.



Information you'll need to have on hand:

Bank Name
The name used on the account (Account Name)
Routing Number
Account Number

Fill out the form on the page with the information for your account.

Under "Friendly Name" this is the nickname for you to recognize this bank account as a payment method inside this billing portal (i.e. Company Bank ACH). Choose whatever you'd like. Click **Next**.
Add the routing and account numbers, select the account types (Business/Personal – Checking/Savings).
Click the **Next** button.

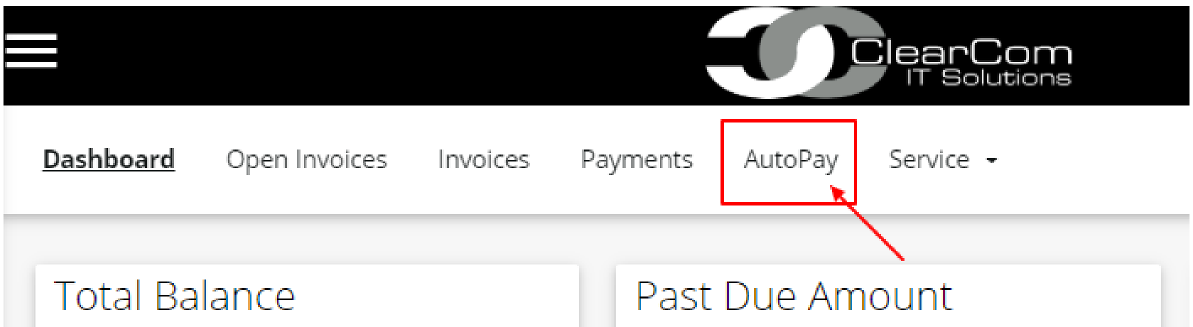
Add the Account Holder (you or your company) address, phone number and email address. Click Next.

On the next page, confirm the information is correct, check the box to authorize this payment method and then click the SUBMIT button.

You can now use this account to easily pay your invoices with just a click of a button. No need to write out paper checks or go to the post office to mail them out.

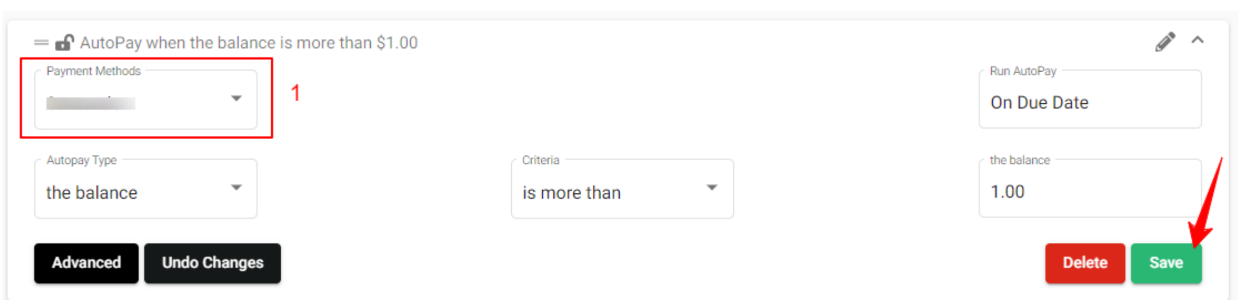
Save even more time by setting up auto payments for your invoices!

Click on the AutoPay button on your dashboard

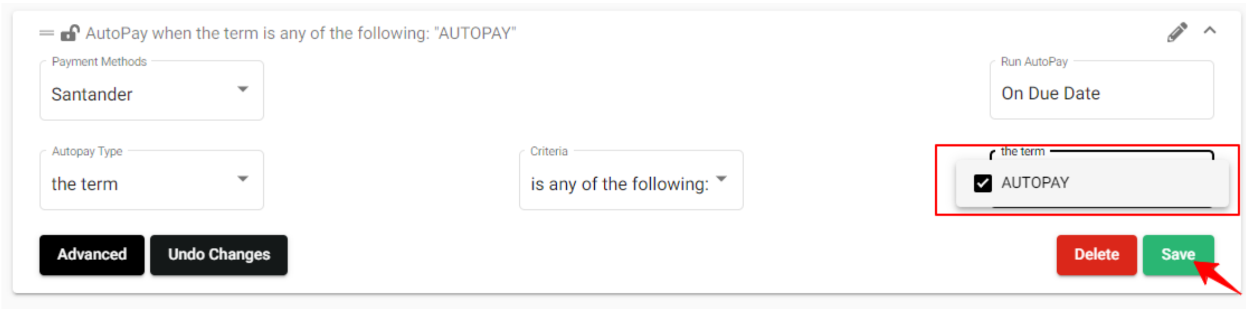


Click “CREATE AUTOPAY” or “NEW” button.

Under **Payment Methods** (1), select the Bank Account you just set up.



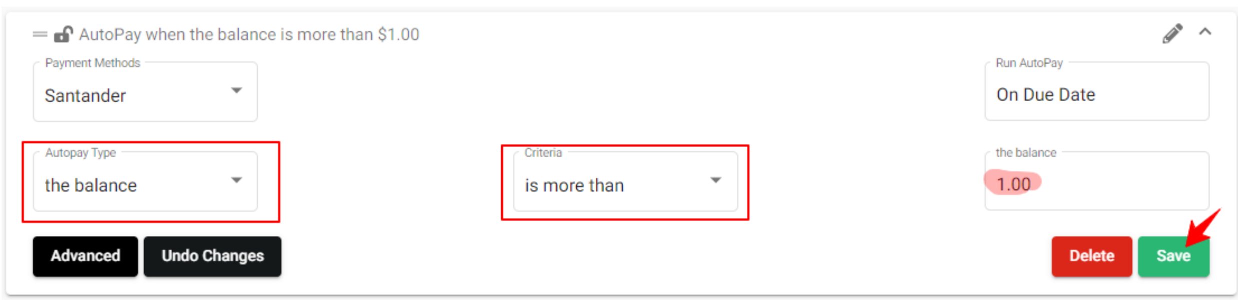
Under **Autopay Type**, If you would like to only pay your monthly contracted amount, select "the term". In the next field, leave as "is any of the following". Under **Term**, Select the checkbox next to AUTOPAY.



Click on the "**Save**" button to save your AutoPay settings.

If you would like to auto pay every invoice, select "the balance" under the Autopay Type.

In the next field select "is more than" and in the next field for the balance put 1.00. Any balance greater than $1 will be auto paid.



Don't forget to click the **Save** button when done.