

Add a Payment Profile to Your Account

| Step | Action |
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| 1. | Click the Finances Menu link.  |
| 2. | Click the Make a Payment link.  |
| 3. | Click the Electronic Payments/Purchases tab.  |
| 4. | On the Payment Profile Summary page, click the Add A Profile button.  |
| 5. | Enter a description of the payment profile into the Description field. Enter a valid value e.g. " Mom's Checking account ". |
| 6. | Click the Preferred Account option if this is to be the preferred or main payment account. <input type="checkbox"/> |
| 7. | Enter a short description of the profile into the Short Description field. Enter a valid value e.g. " Mom Pays ". |
| 8. | Click the Profile Type list and select the type of payment for the profile.  |
| 9. | Enter the first name of the person associated into the First Name field. Enter a valid value e.g. " Amelia ". |
| 10. | Enter the first name of the person associated into the Last Name field. Enter a valid value e.g. " Smith ". |
| 11. | Enter the desired information into the Email Address field. Enter a valid value e.g. " ameliasmith@email.com ". |
| 12. | Click in the Telephone field. <input type="text"/> |
| 13. | Enter the desired telephone number information into the Telephone field. Enter a valid value e.g. " 818-555-1234 ". |
| 14. | Click the Bank Account Type list.  |
| 15. | Select the account type .  |

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| 16. | Enter the checking account routing information into the Routing Number field. Enter a valid value e.g. " 12345678 ". |
| 17. | Enter the account number information into the Account Number field. Enter a valid value e.g. " 000123456789 ". |
| 18. | Click the Save Payment Profile link. SAVE PAYMENT PROFILE |
| 19. | The Payment Profile is updated and your payment account has been added and is ready to be used. |
| 20. | You have successfully Added a Payment Profile to Your Account. End of Procedure. |