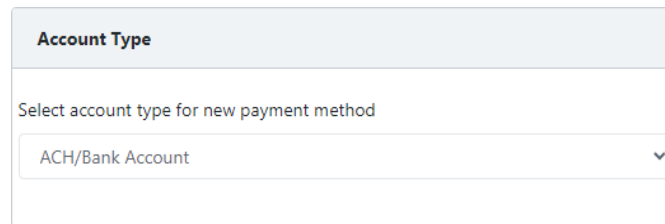


BlueTrust

Setting up ACH payments

1. Under Account Type, select **ACH/Bank Account**



The screenshot shows a form titled "Account Type" with a dropdown menu. The dropdown is currently set to "ACH/Bank Account". The text above the dropdown says "Select account type for new payment method".

2. Enter in your **Routing Number**
 - a. Must be 9 digits
 - b. Please see diagram at the bottom of this page for where it is listed on your check
3. Enter in your **Account Number**
 - a. Please see diagram at the bottom of this page for where it is listed on your check
4. Enter in your Account Number again under **Confirm Account Number**
5. Check the box for **Set as default payment method**
6. Click **Save Payment Information**

