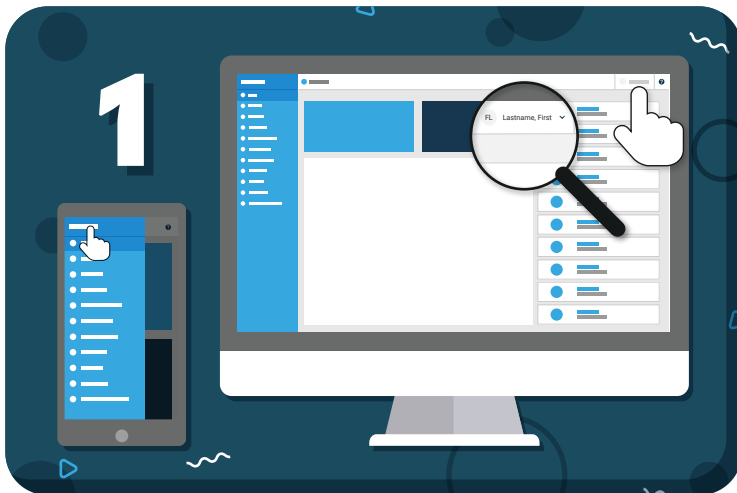


How to Add a Bank Account + Auto Pay

Part 1



Click your name to view account options



Click **"Profile Settings"** from the drop-down menu



Click the **"Add Bank"** button and enter your bank details in the pop-up



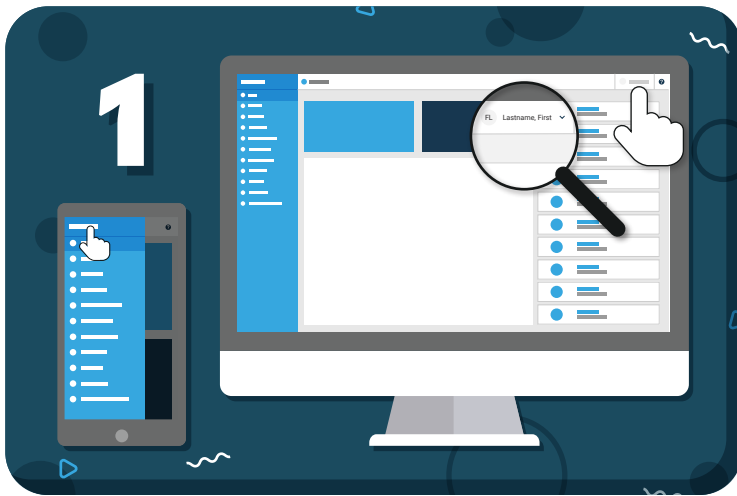
To enable Auto Pay, select **"Automatically pay emailed invoices"**, then **"OK"**



Be on the lookout for two small verification deposits in your bank account (usually less than \$1.00). These may take 1-2 business days to appear.

How to Verify a Bank Account

Part 2



1
Click your name to view account options



2
Click **"Profile Settings"** from the drop-down menu



3
Under stored Payment Options, click the 3 dots to the right of the bank account, then **"Edit"**



4
Enter the verification deposits into the fields provided and click **"Save"**

Have more questions? Check out the Help Center by clicking **?** in the top right corner