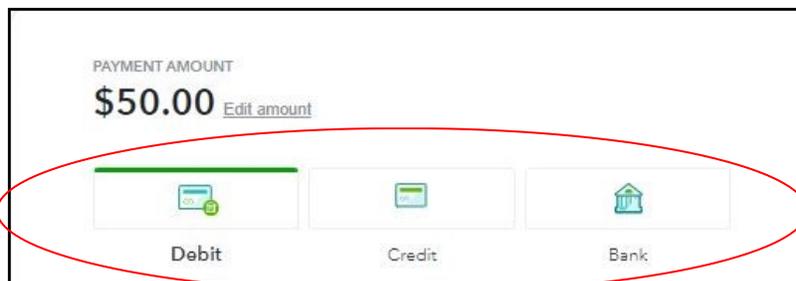# HOUSE CHECK

Online Invoice Payment Instructions

House Check invoices can be paid online, directly from the invoice that was emailed to you. Invoices can be paid using a Debit Card, Credit Card or a Bank Transfer. There is no fee for bank transfers. *A 4% convenience fee will be charged for credit and debit card transactions.*

To pay your invoice online, click on the **REVIEW AND PAY** button in the email.

The Payment Window will open and you will see 3 tabs at the top: Debit, Credit and Bank. Choose your preferred payment method.

If you would like to pay by **Dedit Card or Credit Card**, enter your card information. Click on the checkbox to SAVE your payment information for future invoice payments. You can schedule the payment date and then click on the green **PAY** button.

HOUSE CHECK

Online Invoice Payment Instructions

To pay with an ACH payment from your bank account, click on the center **Bank** tab. Click on **Add Bank Account** and enter your bank account and routing information on this screen. Click on the checkbox to SAVE your payment information for future invoice payments. You can schedule the payment date and then click on the green **PAY** button.