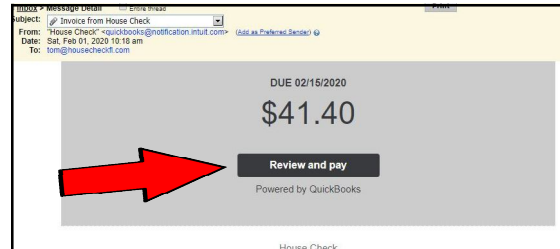


# HOUSE CHECK

## Online Payment Instructions

1. Your monthly invoice is emailed to you on the last day of each month.

2. To Pay online with a Credit Card, Debit Card or Bank Transfer, click on the **REVIEW AND PAY** button in the email.

A screenshot of the 'House Check' payment interface. The 'PAYMENT AMOUNT' is \$41.40. There are three tabs: 'Debit card', 'Bank transfer', and 'Credit card'. The 'Debit card' tab is selected. Below the tabs are input fields for 'Name on card', 'Card number', 'Exp date', 'CVV code', and 'ZIP code'. A checkbox labeled 'Save payment method to pay faster next time' is checked. At the bottom is a green button labeled 'Pay \$41.40'. A red arrow points from the right towards the 'Pay \$41.40' button.

3. The Payment Window will open up and defaults to the **Debit Card** payment tab. If you would like to pay by Debit Card enter your card information on this screen. Click on the checkbox to **SAVE** your payment information (optional) then click on the green **PAY** button.

4. To make an ACH payment from your bank account, click on the center **Bank Transfer** 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 (optional) then click on the green **PAY** button.

A screenshot of the 'House Check' payment interface. The 'PAYMENT AMOUNT' is \$41.40. The 'Bank transfer' tab is selected. Below the tabs is a 'Select payment method' section with two options: 'Bank Business checking \_3531' (selected) and 'Add bank account'. At the bottom is a green button labeled 'Pay \$41.40'. A red arrow points from the left towards the 'Pay \$41.40' button.A screenshot of the 'House Check' payment interface. The 'PAYMENT AMOUNT' is \$40.00. The 'Credit card' tab is selected. Below the tabs are input fields for 'Name on card', 'Card number', 'Exp date', 'CVV code', and 'ZIP code'. A checkbox labeled 'Save payment method to pay faster next time' is checked. At the bottom is a green button labeled 'Pay \$40.00'. A red arrow points from the right towards the 'Pay \$40.00' button.

5. To pay by Credit Card, click on the **Credit Card** tab. Enter your credit card information on this screen. Click on the checkbox to **SAVE** your payment information (optional) then click on the green **PAY** button.

**Please note: Credit and Debit card transactions will be charged a 3.5% convenience fee on your next invoice. There is NO fee for bank transfers.**