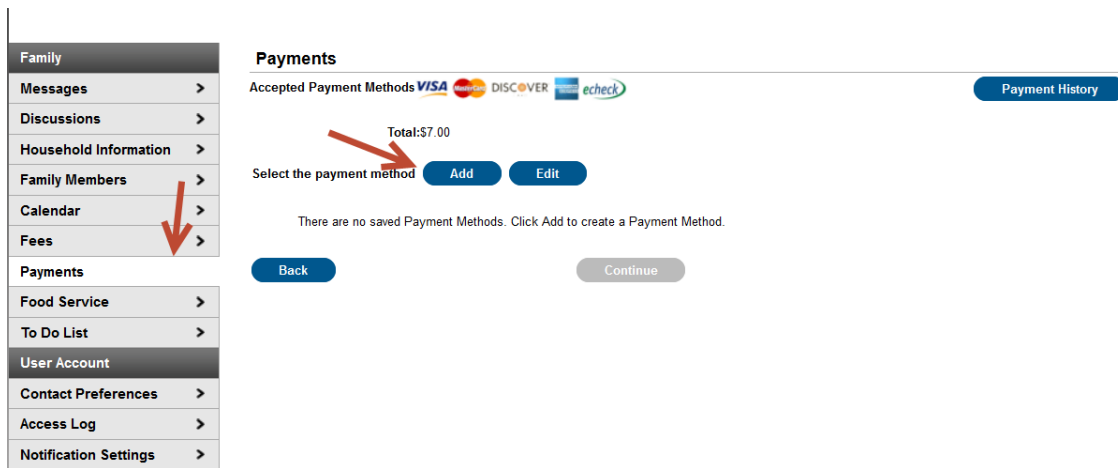
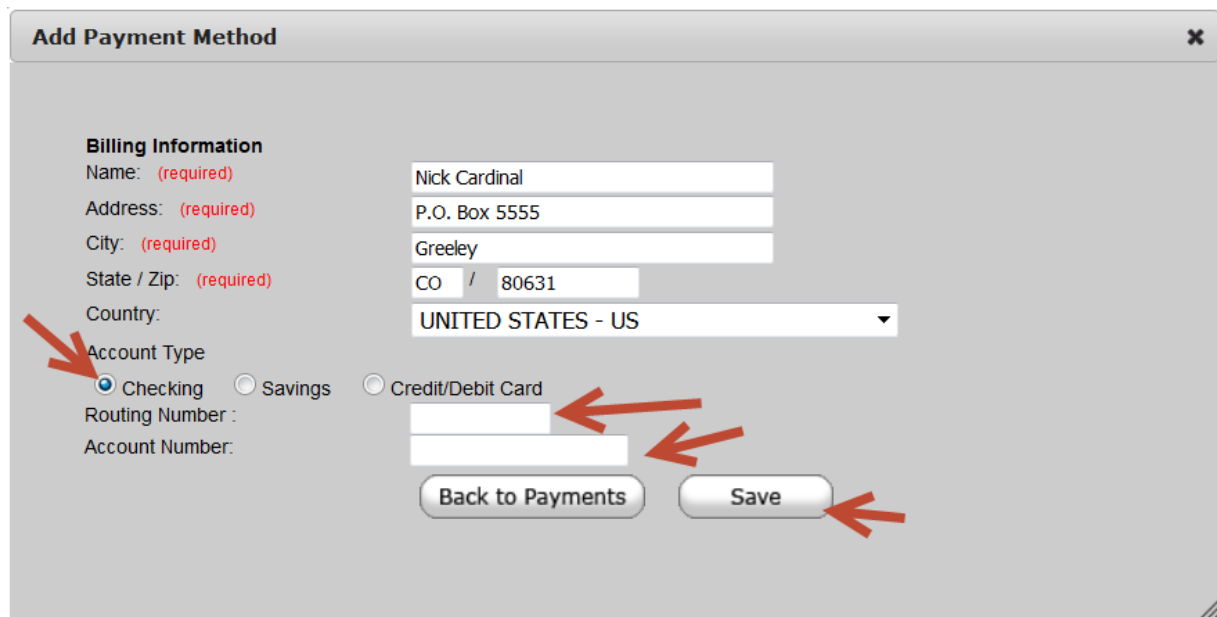


Go to your Portal Account and click on Payments, you might need to select a payment to pay before you are allowed to set up your bank information. Then you will see this screen below. Click on Add



This screen will pop up, you will enter your billing information in the boxes, and provide your Bank Routing Number, and Account Number.



Example of where on your check displays Routing Number and Account Number. Then Save

