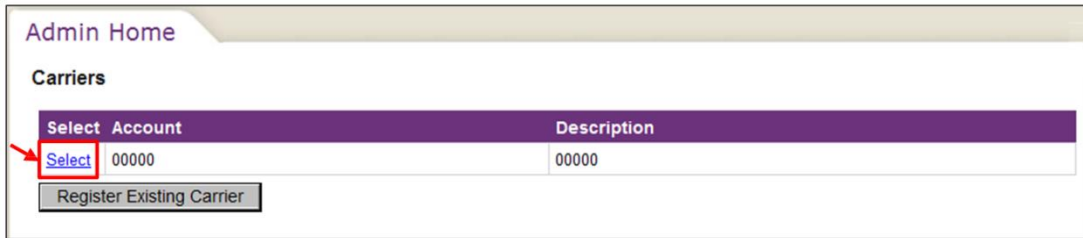
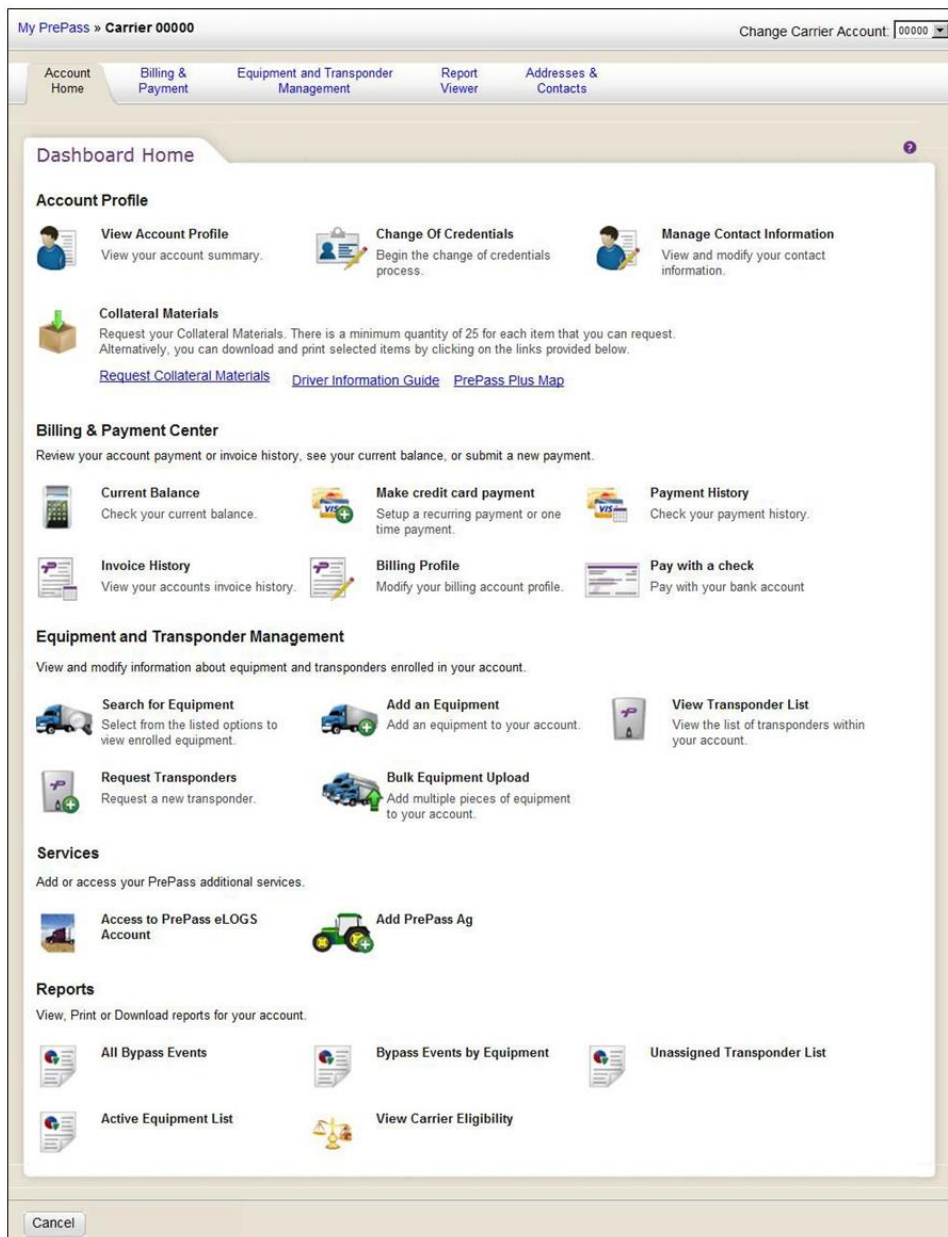


## How Do I Pay with a Check?

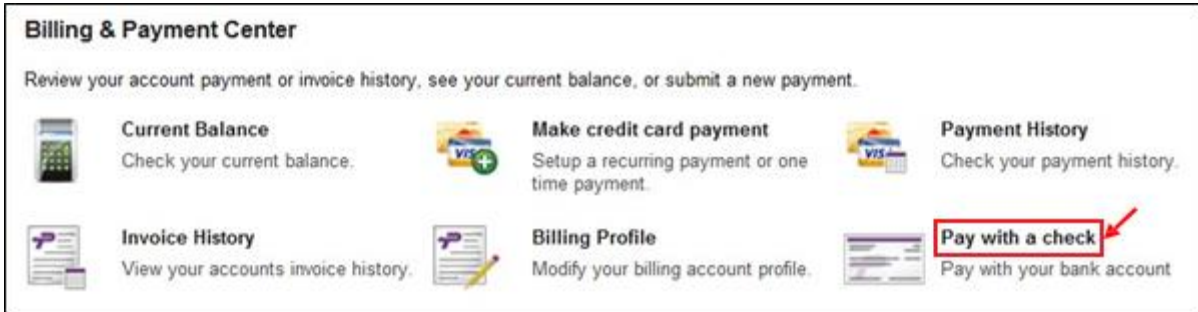
1. Log into account. Please see the **How Do I Log into My Account?** document (DOC-0125) for additional assistance with logging into PrePass.com.
2. On the **Admin Home** tab, click **Select**.



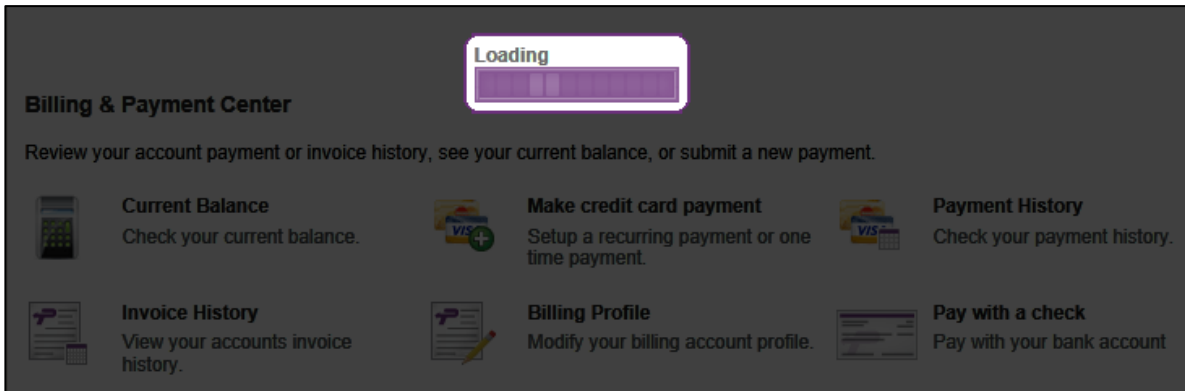
The **Dashboard Home** tab appears.



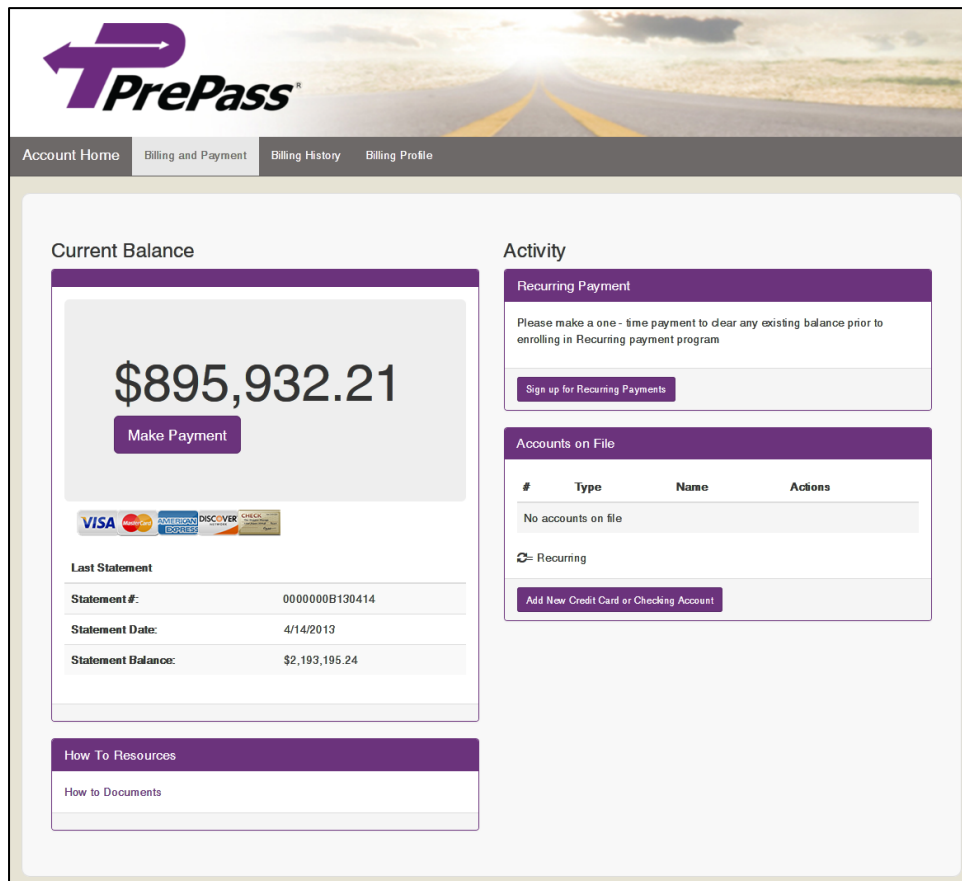
3. In the **Billing & Payments Center** section, click [Pay with a check](#).



A **Loading** indicator will appear on the screen as the Billing and Payment page loads.



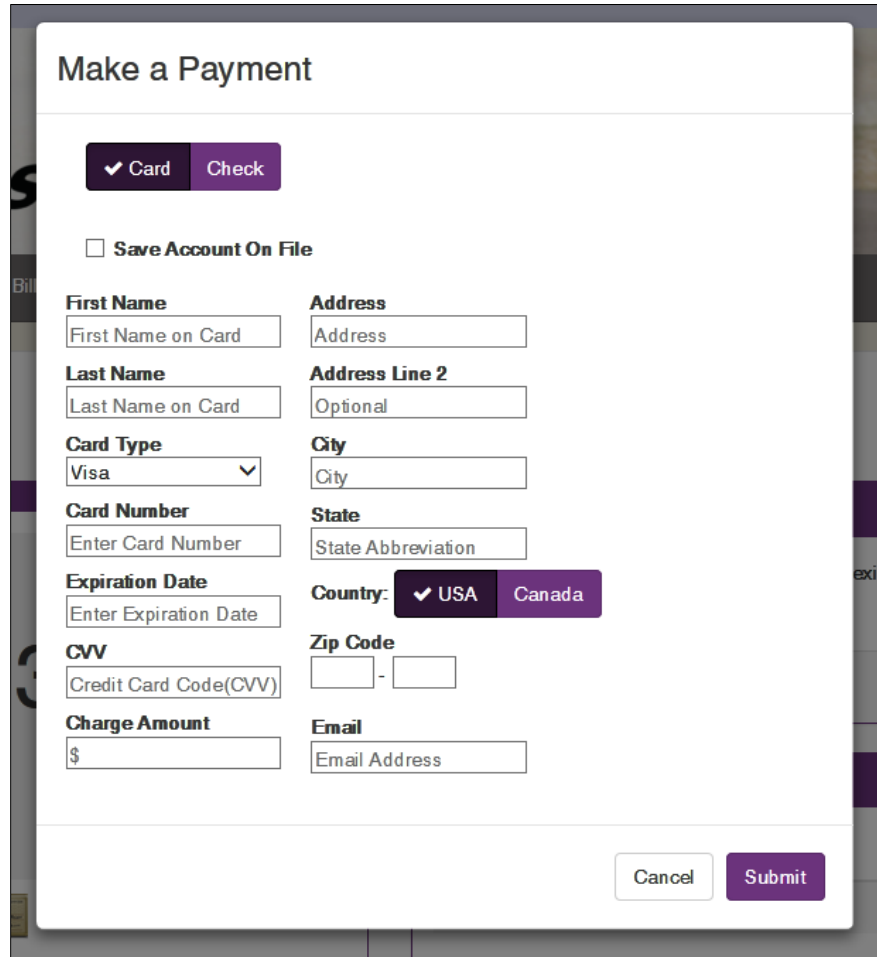
The **Billing and Payment** page appears.



4. Click the **Make Payment** button

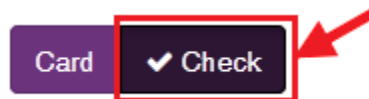


The **Make a Payment** window appears.



**Note:** By default the **Card** option is selected.

5. Click the **Check** button to switch to the Check billing section.



6. Select from Checking Type: Checking or Savings or Business.

Checking Type:  Checking  Savings  Business

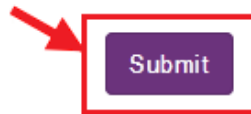
7. Populate the fields with the account and address information.

The screenshot shows a 'Make a Payment' form. At the top, there are two tabs: 'Card' and 'Check', with 'Check' selected. Below this is a checkbox labeled 'Save Account On File' which is currently unchecked. Underneath is another 'Checking Type' selector with 'Checking' selected. The form is divided into two columns of input fields. The left column includes: 'Account Number' (with a placeholder 'Bank Account Number'), 'Routing Number' (with a placeholder 'Routing Number'), 'Amount' (with a '\$' symbol), 'Date Of Payment' (with '3/28/2014'), 'First Name' (with 'First Name on Account'), 'Last Name / Company' (with 'Last Name on Account'), and 'Phone Number'. The right column includes: 'Address' (with 'Address'), 'Address Line 2' (with 'Optional'), 'City' (with 'City'), 'State' (with 'State Abbreviation'), and 'Zip Code' (with a hyphen separator). At the bottom right, there are 'Cancel' and 'Submit' buttons.

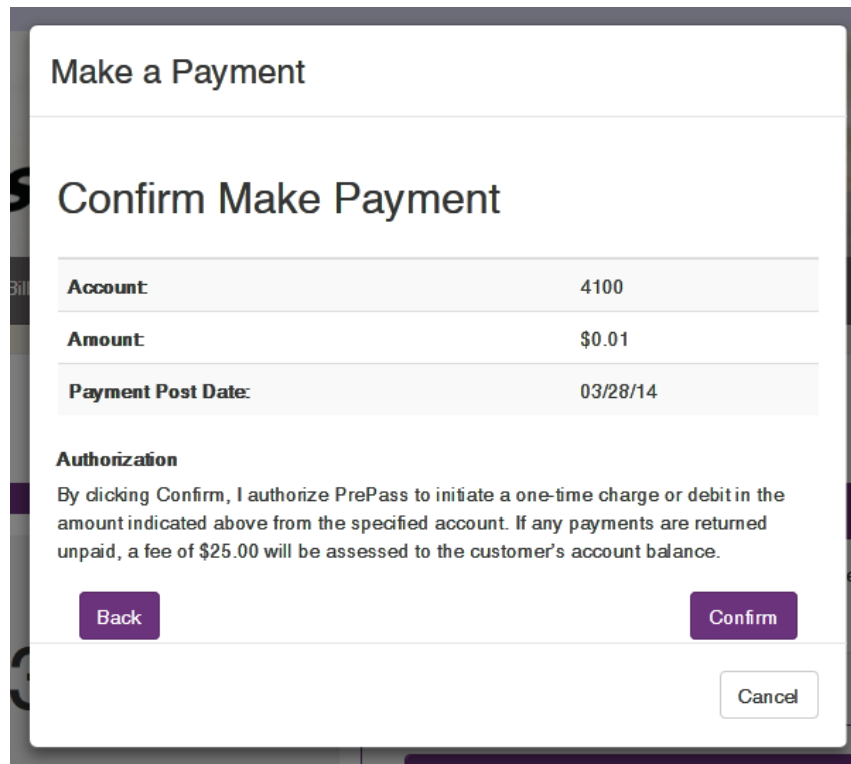
8. Type the amount to be charged in the **Charge Amount** field (must be in decimal format: 0.00)
9. To keep the Checking Account on file for future one-time payments for this account, check the **Save Account on File** checkbox.

This is a close-up screenshot of the 'Make a Payment' form, focusing on the 'Save Account On File' checkbox. The checkbox is checked and is highlighted with a red rectangular box. A red arrow points to the checkbox. Below the checkbox is the 'Checking Type' selector, with 'Checking' selected. The top of the form shows the 'Card' and 'Check' tabs, with 'Check' selected.

10. Click the **Submit** button to complete your payment.



A separate **Confirm Make Payment** window appears.



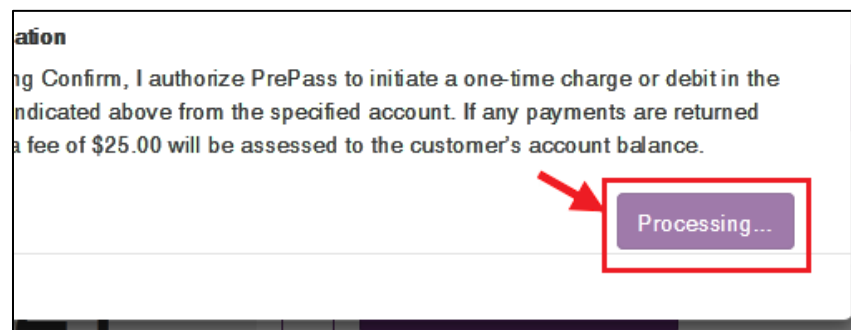
<b>Account:</b>	4100
<b>Amount:</b>	\$0.01
<b>Payment Post Date:</b>	03/28/14

**Authorization**  
By clicking Confirm, I authorize PrePass to initiate a one-time charge or debit in the amount indicated above from the specified account. If any payments are returned unpaid, a fee of \$25.00 will be assessed to the customer's account balance.

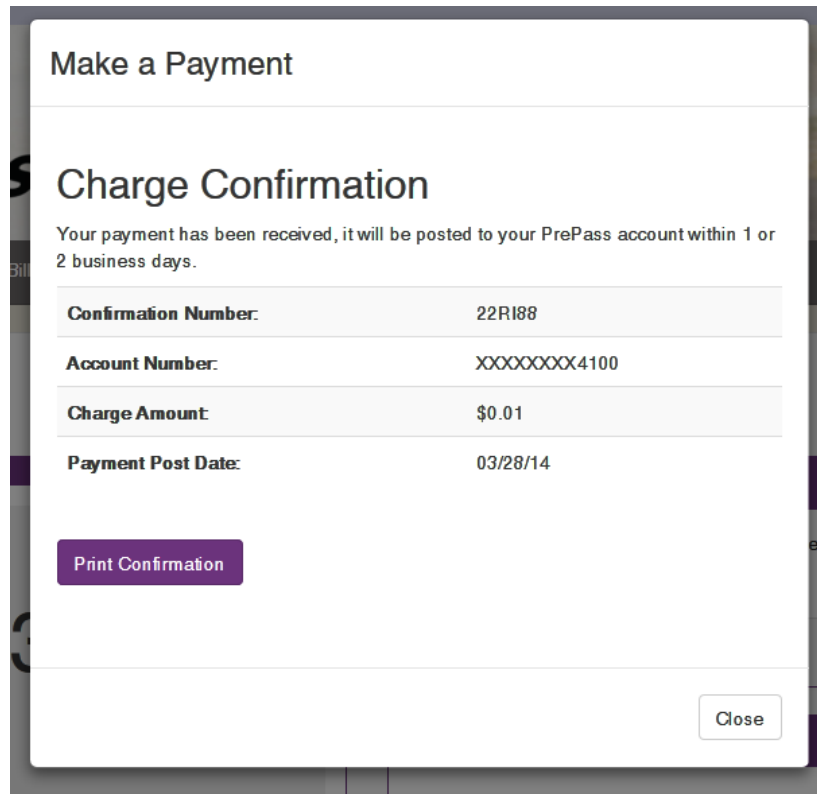
**Back** **Confirm** **Cancel**

11. Click **Back** to return to the previous window.
12. Click **Cancel** to cancel the payment and close the **Confirm Make Payment** window.
13. Click **Confirm** to complete the transaction.

**Note:** The Billing and Payment system will display a **Processing...** message.



- When the transaction is completed a **Charge Confirmation** screen will appear with the option to print.



**Note:** A Confirmation Message will automatically be sent to the email entered in an earlier step.

- Click **Close** in the lower right hand corner to close the **Charge Confirmation** window. This will return you to the main Billing and Payment screen.
- Click **Account Home** to return to the main home screen.
- Click **Logout** in the upper-right corner of the screen to log out of PrePass.com.