![Paymerang logo]

Signing Up for ACH Payments (Direct Deposit) through Paymerang

You will soon receive an emailed invitation to sign up with Paymerang to receive ACH (Direct Deposit) payments. Please be sure to use Chrome or Firefox, confirm that third-party cookies are enabled, and have your bank account and routing number available before beginning enrollment. A sample of the emailed invitation is shown below. Note: {{ClientName}} will be populated with your specific business or school name.

ACH PAYMENT INVITE

Welcome to Paymerang!

You have been invited by {{ClientName}} to join the Paymerang Hub to receive payments via direct deposit (ACH).

Please click on "Enroll" to complete our simple and secure process. Once enrolled, you can log back in at any time to update your account.

ENROLL

Chrome or Firefox are the recommended browsers for accessing the portal and third-party cookies must be enabled.

If you have any questions, you can contact our team at
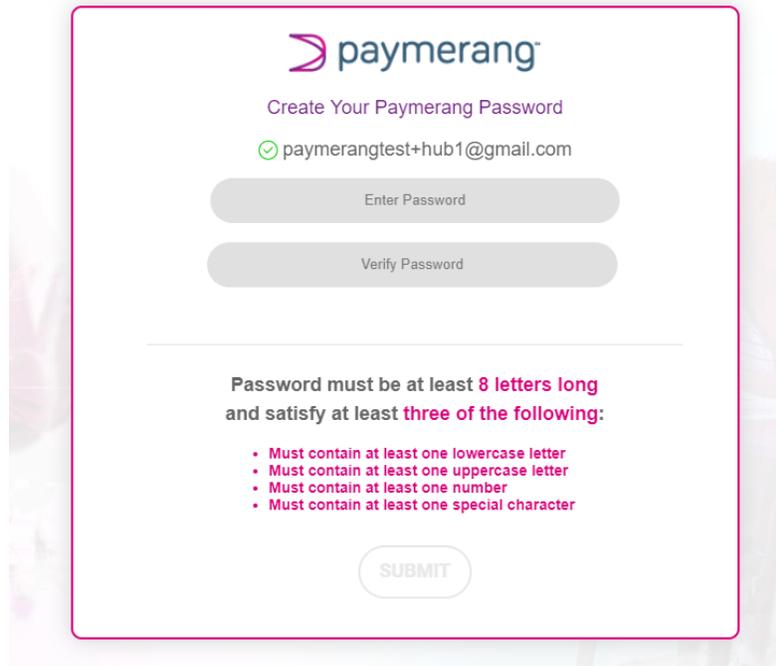
support@paymerang.com.

Visit the Hub

7401 Beaufont Springs Drive Ste. 300, Richmond VA 23225

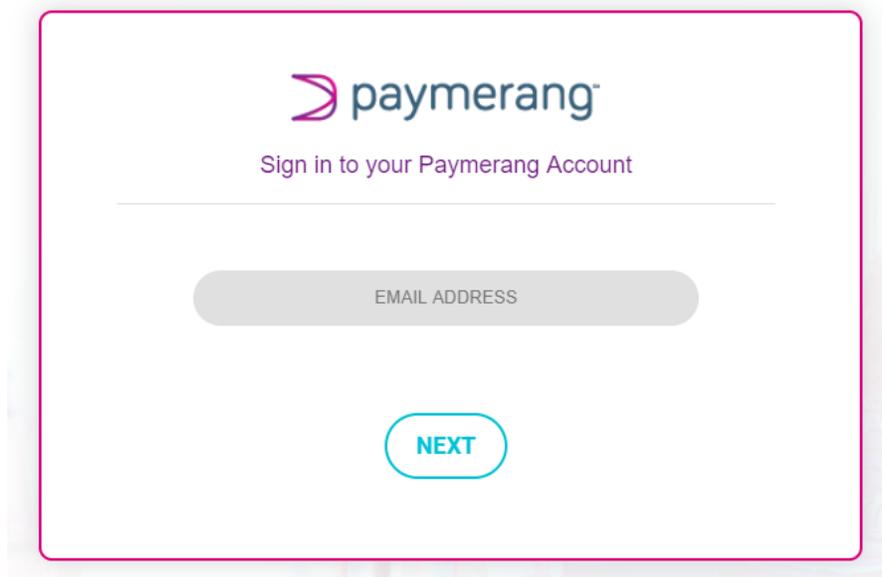© 2019 Paymerang, LLC. All Rights Reserved

Selecting the **ENROLL** button/link will direct you to **Create Your Paymerang Password**.

Your username will be the email address provided to Paymerang by your employer and is pre-populated on the screen. Enter a password that is at least 8 characters long and satisfies 3 of the 4 additional qualifiers listed. As the entered characters satisfy each requirement, the text color will change from pink to gray. The **SUBMIT** button will be enabled upon re-entering a matching, qualified password.
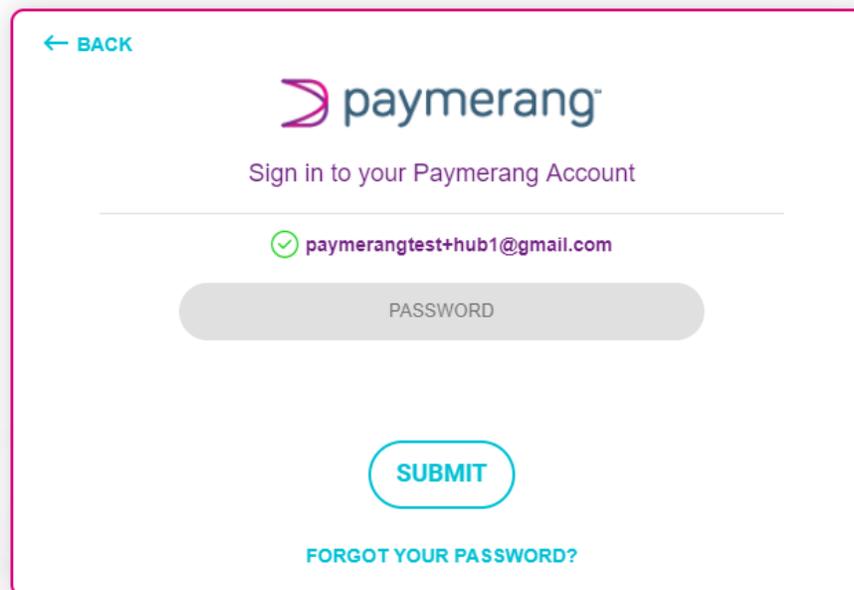

Selecting **SUBMIT** establishes your initial security account in the Paymerang system, then you must **Sign in to your Paymerang Account** by entering the same email address associated with your invitation and password creation. Select **NEXT**.

If you notice you made an error entering the email address, you may select ← **BACK** to correct it and then return to the password screen. Enter your password. Select **SUBMIT**.

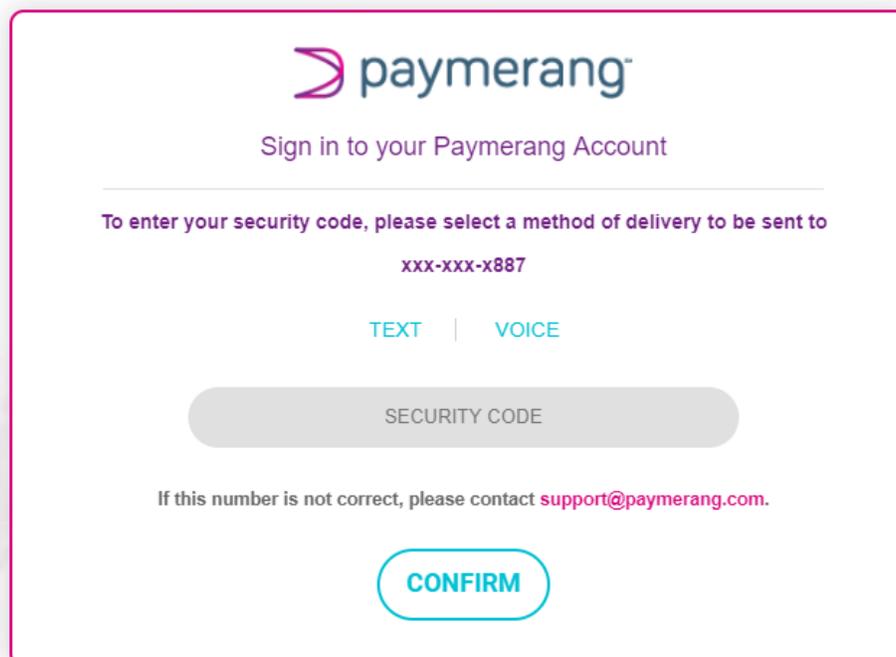To assist with verifying identity and preventing fraud, you must enter a security/access code that will be sent either by **TEXT** or automated **VOICE** call to the phone number associated with your account from Paymerang (804-409-3753). Select **CONFIRM**.

Please note: The displayed phone number has been provided to Paymerang by your employer. If you notice that the last few digits of the phone number listed do not match the best number for you to be contacted at, please select support@paymerang.com on the security code screen to request an update and then close your browser tab. You will **NOT** be able to proceed with ACH enrollment until the phone number has been changed in our system.

Upon successful confirmation of the security code, you will be able to access Paymerang Hub and begin entering your bank account information. Enter your correct routing number and the bank name will auto-populate. Enter and verify the account number that will receive your ACH (Direct Deposit) payments. Select **NEXT**.

Specify the Account Category and Type by selecting the appropriate check-boxes. Select **NEXT**.

Confirm your ACH Account Information is displayed correctly by entering your **Name**, **Title**, and **Email Address** a final time. Select **NEXT**.

Review our ACH Agreement and select the check-box to agree to the **ACH Credit Authorization**. Select **SUBMIT** for confirmation that you have successfully completed your ACH enrollment.

1 ACCOUNT INFO	2 CATEGORY & TYPE	3 CONFIRM ACCOUNT	4 ACH AGREEMENT	5 ENROLLMENT COMPLETION

ACH Agreement

ACH CREDIT AUTHORIZATION

I authorize Paymerang, LLC, ("Paymerang") to issue credit entries to the bank account that I have designated on the Paymerang application website. I have also authorized my financial institution to post all such entries to my account. If an error has been made, I authorize debit entries to correct that error. I understand and agree that the credit and debit reversal entries authorized herein shall comply with National Automated Clearing House Association (NACHA) rules and all applicable state and federal laws.

From time to time, Paymerang will be instructed to process a payment from a party (the "Payor") seeking to make a payment to me. I understand and acknowledge that Paymerang is acting solely on the instructions of the Payor when processing payments and is not liable for any damages arising out of the provision of goods or services or disbursement of funds to me by the Payor.

This authorization will remain in effect until I email unenrollach@paymerang.com requesting to un-enroll from receiving ACH payments, and Paymerang has confirmed said request.

To make changes to your banking information or to update the email addresses that payment notifications are sent to, please log into the Paymerang application at https://hub.paymerang.com.

☑ By checking this box, you agree to the ACH Credit Authorization

SUBMIT

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paymerang   ADMIN   👤 PAYMERANGTEST+HUB2@GMAIL.COM ▾

Admin

1 ACCOUNT INFO	2 CATEGORY & TYPE	3 CONFIRM ACCOUNT	4 ACH AGREEMENT	5 ENROLLMENT COMPLETION

✓

You have Successfully Completed your ACH Enrollment!

BACK TO VENDOR HUB

If you'd like to include additional email addresses to receive payment notifications, you may enter them at this point by clicking **ADMIN** and **EMAIL NOTIFICATIONS**.

Select the Paymerang logo to return to the Hub landing page. The **Payment History** grid will populate once you receive your first ACH (Direct Deposit) payment. Select **LOG OUT** to exit.