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.

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.
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.