



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](#)

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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.



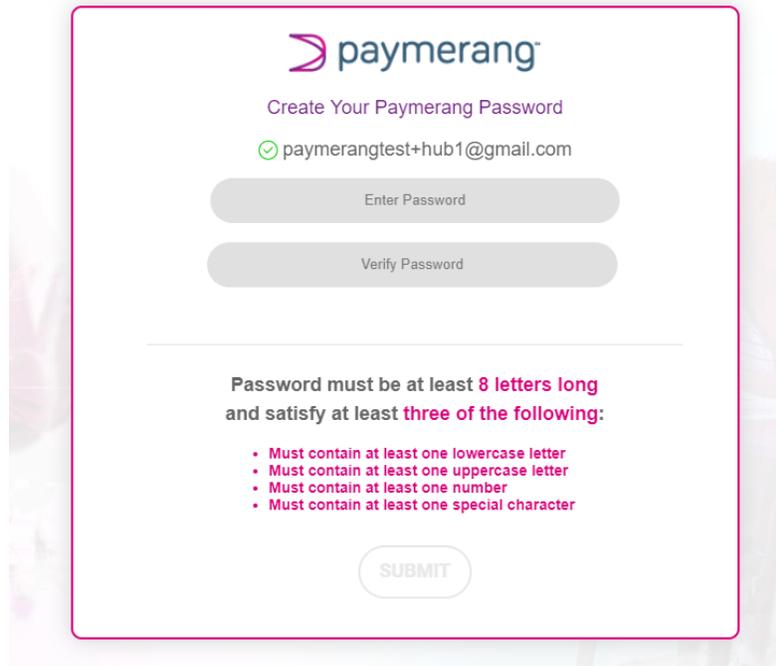
Visit the Hub

7401 Beaufont Springs Drive Ste. 300, Richmond VA 23225

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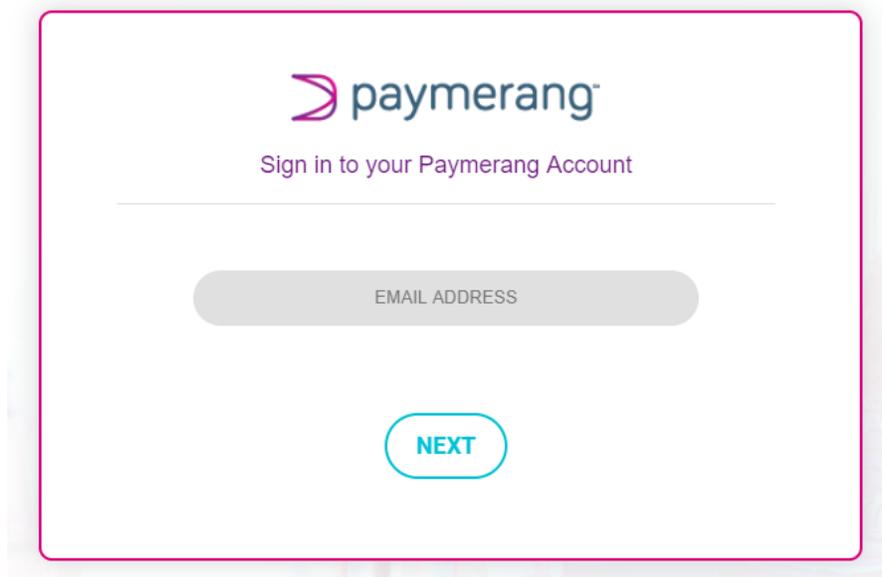
Selecting the **ENROLL** button/link will direct you to **Create Your Paymerang Password**.

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.



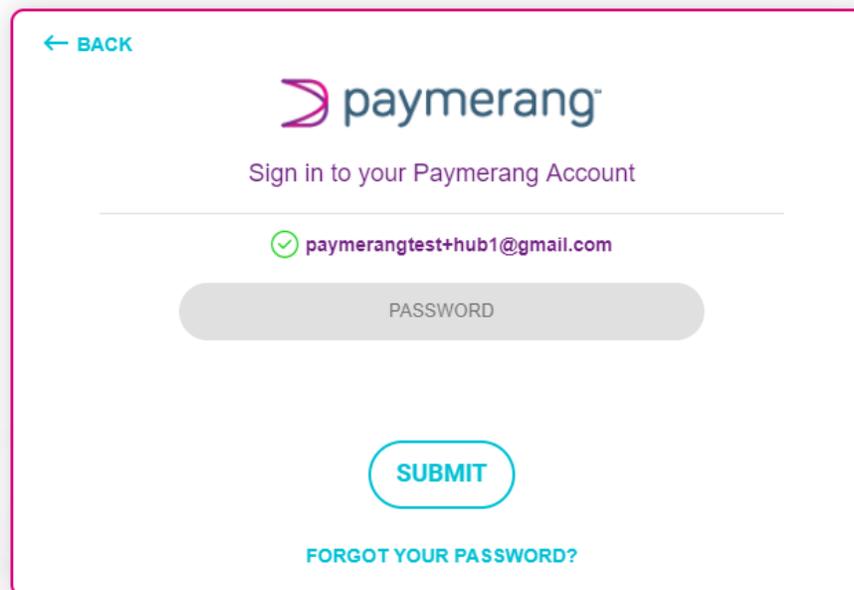
The screenshot shows the 'Create Your Paymerang Password' screen. At the top is the Paymerang logo. Below it, the text 'Create Your Paymerang Password' is displayed. A green checkmark icon is followed by the email address 'paymerangtest+hub1@gmail.com'. There are two input fields: 'Enter Password' and 'Verify Password'. Below these fields, a horizontal line separates the input area from the password requirements. The requirements state: 'Password must be at least 8 letters long and satisfy at least three of the following:'. A bulleted list follows: '• Must contain at least one lowercase letter', '• Must contain at least one uppercase letter', '• Must contain at least one number', and '• Must contain at least one special character'. At the bottom center is a 'SUBMIT' button.

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**.



The screenshot shows the 'Sign in to your Paymerang Account' screen. At the top is the Paymerang logo. Below it, the text 'Sign in to your Paymerang Account' is displayed. A horizontal line separates the header from the input field. There is a single input field labeled 'EMAIL ADDRESS'. Below the input field is a 'NEXT' button.

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**.



← **BACK**

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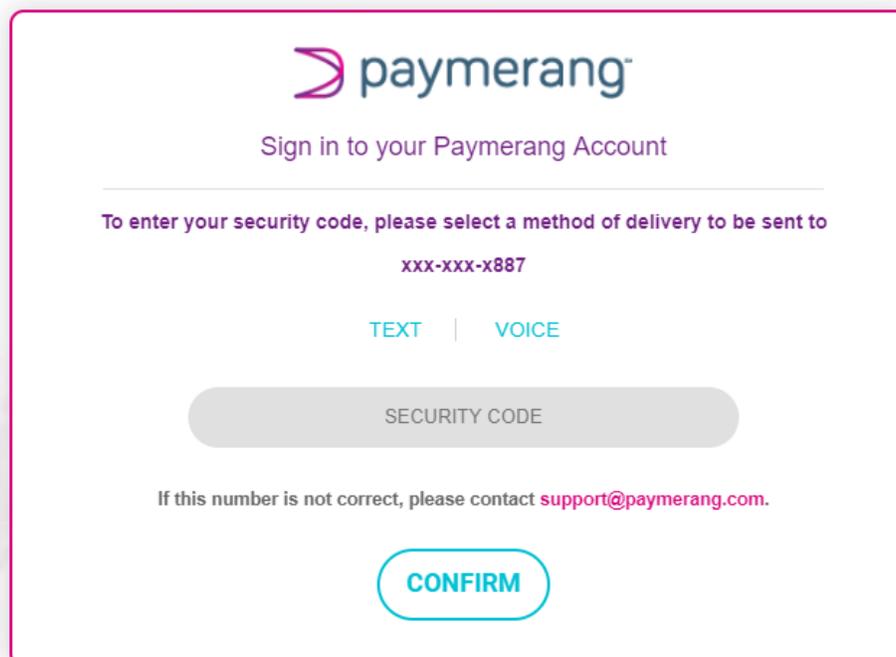
Sign in to your Paymerang Account

✓

SUBMIT

[FORGOT YOUR PASSWORD?](#)

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**.



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Sign in to your Paymerang Account

To enter your security code, please select a method of delivery to be sent to
xxx-xxx-x887

[TEXT](#) | [VOICE](#)

If this number is not correct, please contact support@paymerang.com.

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**.

The screenshot displays the Paymerang Admin interface. At the top, the Paymerang logo is on the left, 'ADMIN' is in the center, and the user email 'PAYMERANGTEST+HUB2@GMAIL.COM' is on the right. A purple header bar contains the word 'Admin'. Below this is a progress bar with five steps: 1. ACCOUNT INFO (highlighted with a red bar), 2. CATEGORY & TYPE, 3. CONFIRM ACCOUNT, 4. ACH AGREEMENT, and 5. ENROLLMENT COMPLETION. The main content area is titled 'Enter ACH Information' with the subtitle 'Enter your ACH Account Information'. It features a form with fields for 'DATE' (set to 0001), 'PAY TO THE ORDER OF', 'MEMO', 'ROUTING NUMBER' (031101114), and 'ACCOUNT NUMBER' (123456789). Below the form, the account name is listed as 'Guardian Ramble'. At the bottom, there are three input fields: 'THEBANCORP.COM BANK' with value '031101114', 'Enter Account Number' with value '123456789', and 'Verify Account Number' with value '123456789'. A blue 'NEXT' button is centered at the bottom.

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

The screenshot shows the Paymerang Admin interface. At the top, there is a header with the Paymerang logo, the word "ADMIN", and a user profile icon with the email "PAYMERANGTEST+HUB2@GMAIL.COM". Below the header is a purple banner with the word "Admin". A progress bar below the banner shows five steps: 1 ACCOUNT INFO, 2 CATEGORY & TYPE (highlighted with a red bar), 3 CONFIRM ACCOUNT, 4 ACH AGREEMENT, and 5 ENROLLMENT COMPLETION. The main content area is titled "Account Category and Type" with the subtitle "Select Your Account Category and Type". There is a link "← BACK TO ACCOUNT INFO". Under "ACCOUNT CATEGORY", there are two checkboxes: "Savings" (unchecked) and "Checking" (checked). Under "ACCOUNT TYPE", there are two checkboxes: "Personal" (unchecked) and "Business" (checked). At the bottom center is a blue "NEXT" button.

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

The screenshot shows the Paymerang Admin interface. At the top, there is a header with the Paymerang logo, the word "ADMIN", and a user profile icon with the email "PAYMERANGTEST+HUB2@GMAIL.COM". Below the header is a purple banner with the word "Admin". A progress bar below the banner shows five steps: 1 ACCOUNT INFO, 2 CATEGORY & TYPE, 3 CONFIRM ACCOUNT (highlighted with a red bar), 4 ACH AGREEMENT, and 5 ENROLLMENT COMPLETION. The main content area is titled "ACH Account Information" with the subtitle "Routing Number: 031101114 - THEBANCORP.COM BANK" and "Account Number: 123456789 Category: Checking Type: Business". There is a link "← BACK TO CATEGORY & TYPE". Below the subtitle are three input fields: "Enter Name", "Enter Title", and "Enter Email". At the bottom center is a blue "NEXT" button.

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](#)

 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**.

The screenshot shows the 'Admin' section of the Paymerang interface. At the top, there is a navigation bar with the Paymerang logo, the word 'ADMIN', and a user profile dropdown for 'PAYMERANGTEST+HUB2@GMAIL.COM'. Below this is a sub-navigation bar with 'ACH INFO' and 'EMAIL NOTIFICATIONS' tabs. The main heading is 'Admin' in a large font. The primary action is 'Update Email Notifications', with a sub-heading 'Add or remove email addresses that receive payment notifications'. There is a text input field labeled 'Enter Email Address' and a blue 'ADD ADDRESS' button. Below this is a section for 'Active Account Addresses' which contains a single entry: 'paymerangtest+hub2@gmail.com | ADMINISTRATOR'.

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.

The screenshot shows the 'Hub' section of the Paymerang interface. The top navigation bar is identical to the previous screenshot. The sub-navigation bar now has 'ACH INFO' selected and 'EMAIL NOTIFICATIONS' and 'LOG OUT' options. The main heading is 'Hub'. Below it is the 'Payment History' section, which features a table with columns for 'PAYOR', 'SETTLED', and 'AMOUNT'. The table is currently empty, displaying 'No payments found' and '15 / page'. A footer at the bottom contains the Paymerang logo and tagline 'business payments made easy', contact information '7401 Beaufort Springs Drive Suite 300 Richmond, VA 23225', and a copyright notice '© 2019 Paymerang, LLC. All Rights Reserved'.