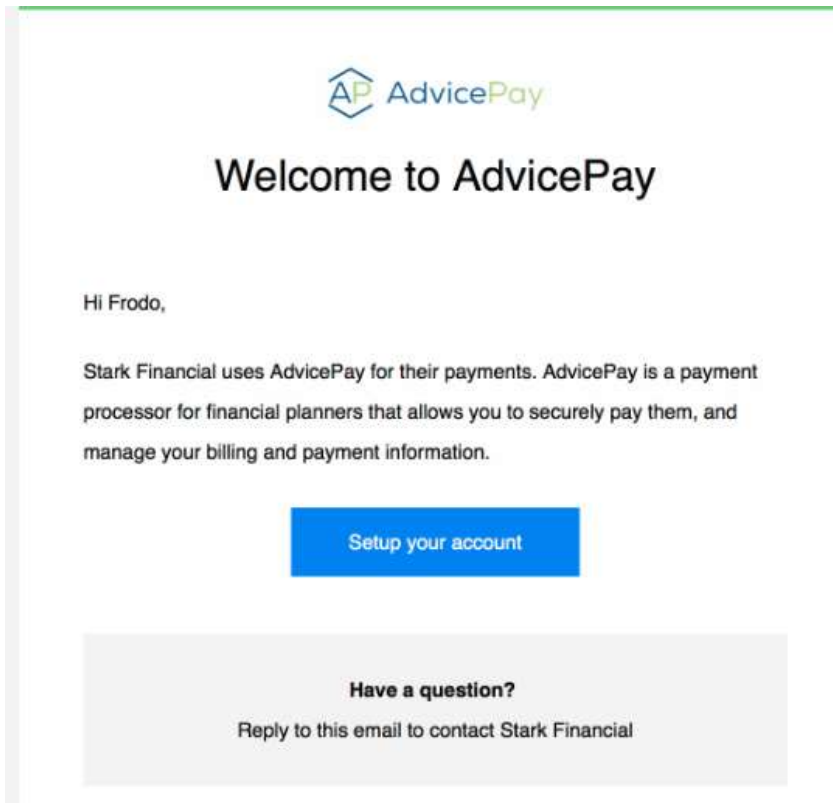


1. You'll receive an email like this:



2. After clicking on the “Setup your account” button, you’ll see this to set your password and agree to the terms and conditions:

AP AdvicePay

SET PASSWORD

Password *

Confirm Password *

I agree with terms & conditions

[+ Register](#)

ADVICEPAY SETUP & PAYMENT INSTRUCTIONS

- Then this screen to review your invoice(s). You may have a single/upfront invoice or a subscription to approve or both:
- Click on the appropriate "Make Payment" button and you'll see info about the invoice:

INVOICE NUMBER	FREQUENCY	DUE DATE	STATUS	AMOUNT	ACTIONS
#1038	Single Payment	03/22/2019	Unpaid	\$800.00	Make Payment
#1037	Monthly	05/01/2019	Unpaid	\$250.00	Make Payment

Monthly Subscription Total due: \$250.00

Monthly Fee

Status: Inactive

Date created: 03/22/2019

Next Bill Date: 05/01/2019

Make Payment

- Clicking on the blue Make Payment button, you'll then be brought to the Payment Method

1 Select Payment Method 2 Confirm Payment

Bank Account

Easily connect your bank account to make payments electronically.

New bank account

page. Here you'll be able to add your bank info by clicking on the New Bank account button. Banks are available for automatic linking under

the **'Use Plaid'** option. To add your account this way, you will need your online banking login information. Some banks may ask you to take extra steps to verify your identity and will send you a verification number via text. If your bank isn't listed for quick linking, you forgot your online banking login info, or you'd like to add your account a different way, only checking account(s) – savings account not accepted - can be added by selecting **'Enter Details Manually'** and entering the account and routing number from a check!

6. After your banking payment method is set up, you can make a final review of the payment.

7. The last step is clicking on the blue Confirm & Pay button to confirm and authorize the payment.

After this last step you will receive a confirmation on screen and a separate confirmation email. Also a successfully authorized invoice or subscription will display as active.

Note: if you view the video, it covers adding a credit card instead of a bank account. At this time, EFP does not accept payments by credit card.