

# **ACCESS Website E-Payment Instructions: User Guide for Members**



## STEP 1

Review the Pay button to make sure that the amount due is correct and matches the amount you selected to pay on the Review your payment page.

## STEP 2

Enter your email address in the Personal Details section. U.S. Bank will send you an email confirming your payment.

### Submit your payment

**Your payment information**

Please enter your email address. We'll send payment information to this email address.

**Personal Details**

user@email.com  
Please enter Email

**Payment method**

New Bank Account

Account Type Account Holder Type

Routing Number

Account Number Confirm Account Number

Name of Account Holder

I agree to the [Terms and Conditions](#)

**PAY \$87.00**

[Privacy \\* Terms](#)

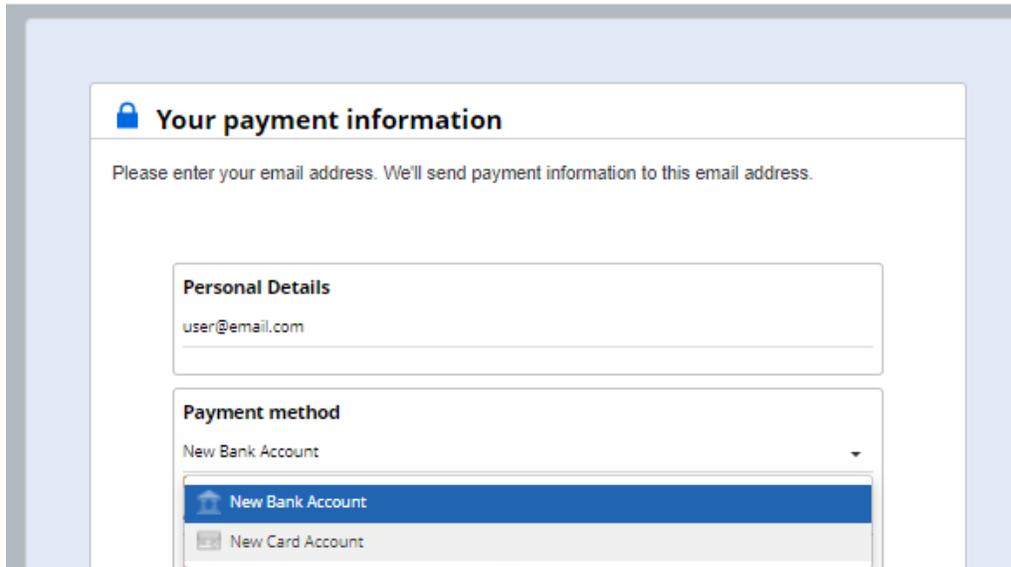
**Cancel**

[Questions? Get help here ?](#)

## STEP 3

In the Payment Method section, select whether you're paying with a new bank account or card account, and enter the account or card information.

[Submit your payment](#)



**🔒 Your payment information**

Please enter your email address. We'll send payment information to this email address.

**Personal Details**

user@email.com

**Payment method**

New Bank Account

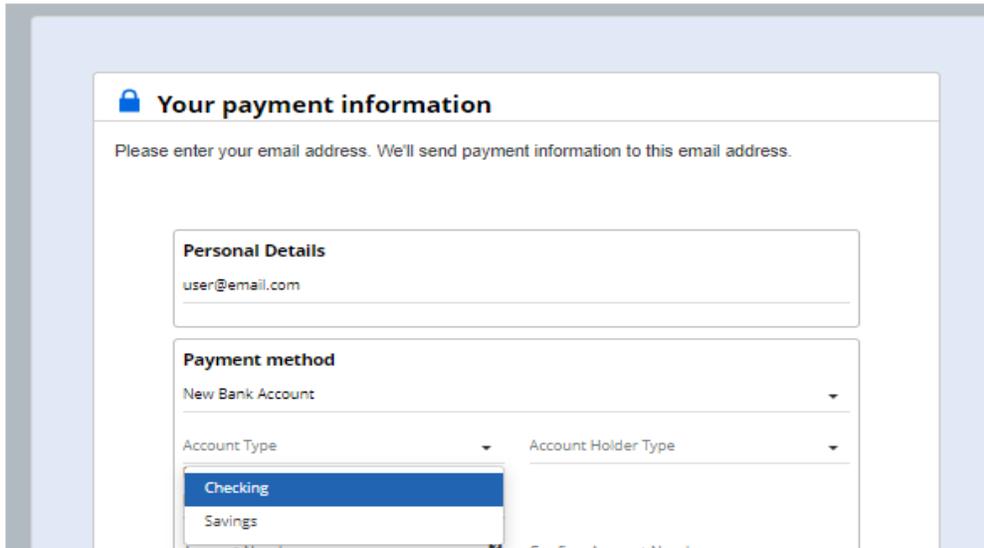
- New Bank Account
- New Card Account

# Bank Account

## Step 1

Choose whether the account is a checking or saving account.

[Submit your payment](#)



**Your payment information**

Please enter your email address. We'll send payment information to this email address.

**Personal Details**  
user@email.com

**Payment method**  
New Bank Account

Account Type: **Checking** (selected), Savings

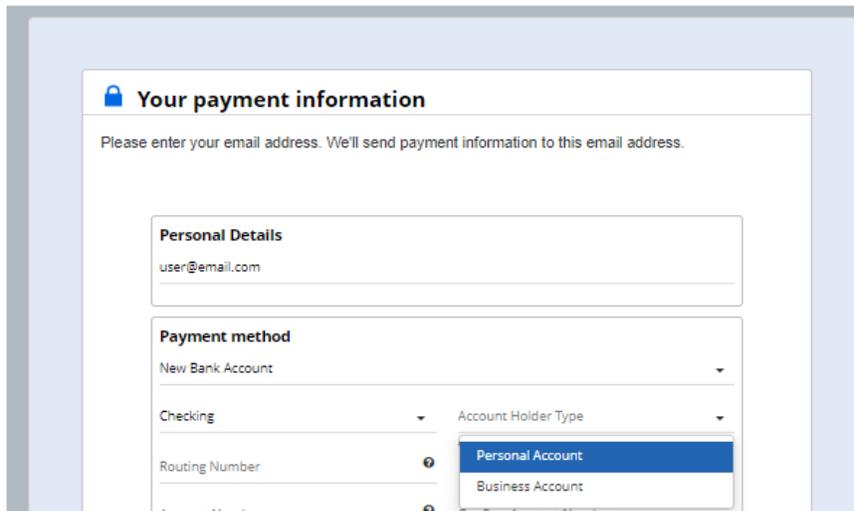
Account Holder Type: [dropdown]

Account Number: [input] Confirm Account Number: [input]

## Step 2

Choose whether the account is a personal or business account.

[Submit your payment](#)



**Your payment information**

Please enter your email address. We'll send payment information to this email address.

**Personal Details**  
user@email.com

**Payment method**  
New Bank Account

Account Type: Checking

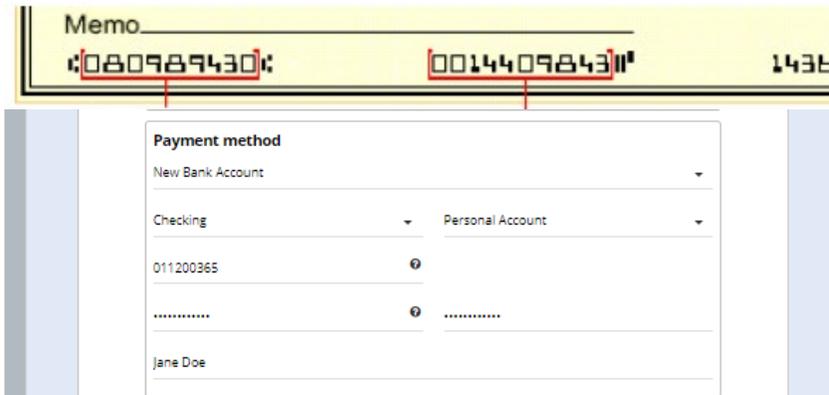
Account Holder Type: **Personal Account** (selected), Business Account

Routing Number: [input] Account Number: [input] Confirm Account Number: [input]

### Step 3

Enter your bank routing number. This is the first number at the bottom of your checks. Next, enter your bank account number twice. This is the second number at the bottom of your checks.

#### What is Routing & Account Number



The image shows a check with a yellow memo line and MICR line. The MICR line contains the routing number 080989430, the account number 0014409843, and the check number 1436. Below the check is a payment method form with the following fields: Payment method (New Bank Account), Checking (Personal Account), 011200365, Jane Doe.

**Tip:** You can call your bank or use your banking app to get your bank's routing number

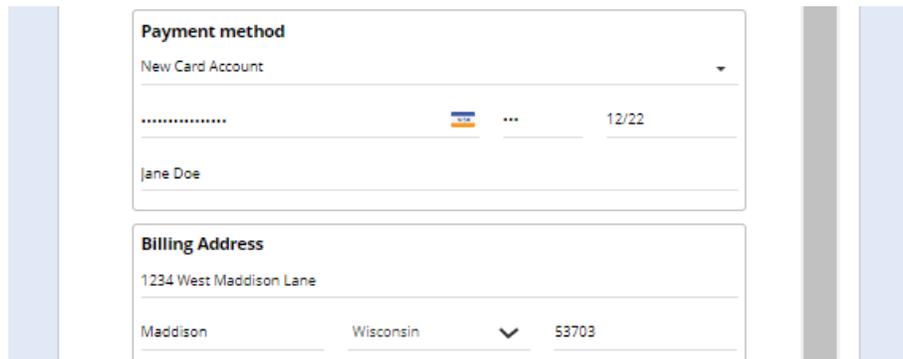
## Credit or Debit Card

### Step 1

Enter your card number, the card's expiration date, and the card's security code.

### Step 2

In the billing address section, enter your address, city, and zip code information.

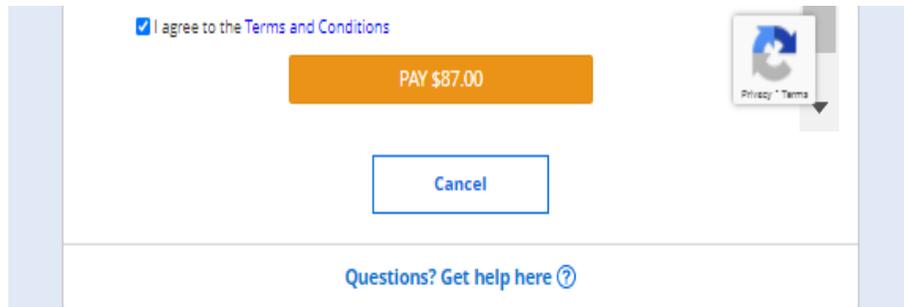


The image shows a payment method form with the following fields: Payment method (New Card Account), card number (masked), card type (American Express), expiration date (12/22), and name (Jane Doe). Below it is a billing address form with the following fields: Billing Address (1234 West Maddison Lane), city (Maddison), state (Wisconsin), and zip code (53703).

**Tip:** If you have an American Express credit card, your card security code is on the front of your card. If you have a Discover, Mastercard, or Visa credit card, your card security code is on the back of your card.

## STEP 4

Review your payment information to make sure it's correct. If you're paying using a checking or savings account, the payment date will always be the next day. You'll also need to read and agree to terms and conditions authorizing the transaction with your bank. If the information is correct, click pay. You will receive a confirmation email and it will let you know that you've successfully submitted your premium payment. You can save or print the email for your records if you want.



The image shows a payment confirmation screen. At the top left, there is a checked checkbox followed by the text "I agree to the Terms and Conditions". In the center, there is a prominent orange button labeled "PAY \$87.00". Below this button is a white button with a blue border labeled "Cancel". To the right of the "PAY \$87.00" button is a small icon of a document with a blue arrow, labeled "Privacy \* Terms". At the bottom center, there is a link that says "Questions? Get help here" with a question mark icon.