

SCHOOLCUES TRAINING

ACH Set Up

**SET
UP**

Activate your ACH Payments to allow automatic withdrawal from your bank account.

ACH SET UP – Step 1

MONTFORD ACADEMY

PARENT VIEW
For your child

(Last Login - 05:14 PM, March 22, 2021)

Quick Access

- Attendance
- Check in / Check out
- Class Updates
- Communications
- Contracts
- COVID-19 Screening Tool
- Documents Box
- Easy Sign Up
- Grade Book
- Homework
- Incident Reports
- Meal Menu Calendar
- Parent-Teacher Conferences
- Payments**

Pending Tasks

No new updates.

Bulletin Board

No new updates.

In Parent View

Select **Payments**



ACH SET UP – Step II

a. Select **OK**

b. Select **Authorize ACH for Payments**

The screenshot displays the Montford Academy payment portal. At the top left is the Montford Academy logo and name. The top right shows an 'Idle Session Timer 19:38' and the user name 'Patrick Henry'. Below the header, there is a 'PAYMENTS MULTIPLE' section with tabs for 'Pending', 'AutoPay', 'History', 'Tuition', 'Tuition History', and 'Help'. A modal dialog box titled 'ACH' is open in the center, containing the text: 'Would you like to make your payments via ACH? If so, please go through "Authorize ACH for Payments" button to begin authorization and verification of your bank account on current page.' The dialog has two buttons: 'NOT INTERESTED' and 'OK'. A red arrow points from the text 'a. Select OK' to the 'OK' button, which is also circled in red. To the right of the dialog, a 'Select Student' dropdown menu is set to 'All'. Below it, there are two buttons: 'Report' and 'Authorize ACH for Payments'. A red arrow points from the text 'b. Select Authorize ACH for Payments' to the 'Authorize ACH for Payments' button, which is also circled in red.

ACH SET UP – Step III

a. Enter account holder name

b. Enter your bank account number

MONTFORD ACADEMY

SCHOOLS Montford Academy

PARENT VIEW
For your child

ACH ACCOUNTS DETAILS

Account Holder Name ?
Patrick Henry

Account Number ?
189097

Routing Number ?
123456789

Bobby Bankrate
123 Bankrate Boulevard
New York, NY 10001
555-555-5555

Date: _____

Pay to the order of: _____ \$ _____
dollars

Generic
Bank and Trust

Memo _____

|:123456789| |:10987654321| |:1111|
ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

CANCEL SUBMIT

c. Enter your bank routing number

(also known as the ABA number, a 9-digit code for US Banks or an 8-digit code for Canadian banks)

ACH SET UP – Step IV

Confirmation message

The screenshot displays a web interface for 'MONTFORD ACADEMY'. At the top right, there is an 'Idle Session Timer 19:50' and a user profile for 'Patrick Henry'. Below the header, a navigation bar shows 'SCHOOLS' and 'Montford Academy'. The main content area is titled 'ACH ACCOUNTS DETAILS'. A central modal window with a green information icon and the title 'INFORMATION.' contains the following text:

Success! Your bank information has been submitted for verification with Stripe. ACH bank routing number and account number have to be verified by Stripe (the payment processing company we use) with your bank as a valid account before their interface will transact the money transfer via ACH.

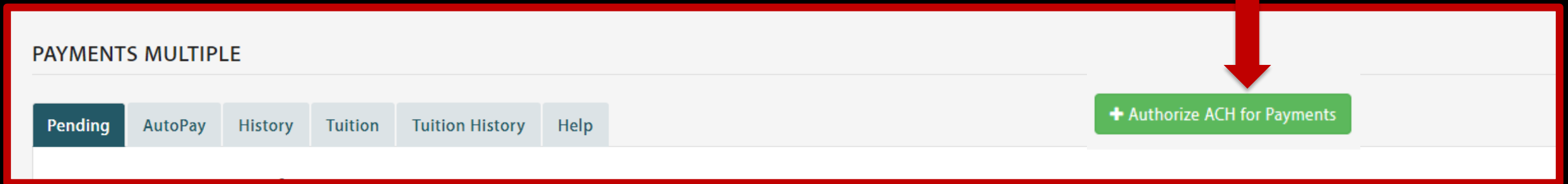
There is a 48 hour hold on any actual payment transaction pending this verification.

A 'CLOSE' button is located at the bottom of the modal. In the background, the 'ACH ACCOUNTS DETAILS' form includes a green warning message: 'The account acct_1Cbk82I9cGDpgwlc was a test account created with a testmode key, and therefore ca...'. Below this are input fields for 'Account Holder Name' and 'Routing Number'. At the bottom of the page, there are 'CANCEL' and 'SUBMIT' buttons. A sample check image is also visible, showing 'Bank Anywhere' with routing and account numbers.

ACH SET UP – Step V

Your bank routing and account numbers are verified by Stripe by sending **two** micro-deposits (**less than \$1.00 each**) to your bank account. These micro-deposit transfers can take 1-2 business days to appear in a customer's bank account.

Once you enter these two micro-deposits in the two boxes, select **Authorize ACH for Payments**

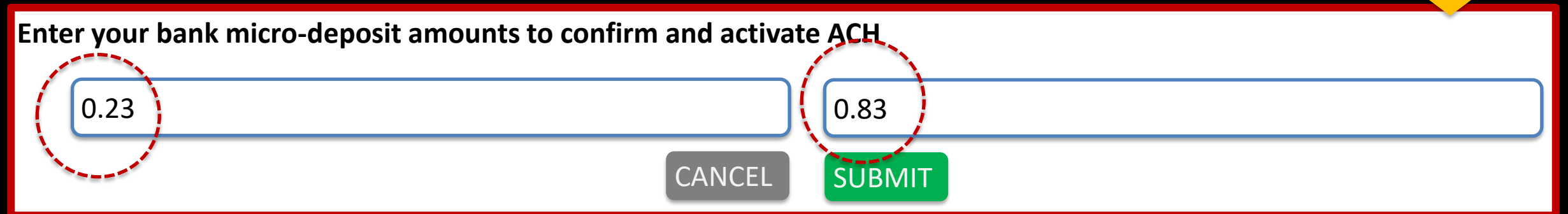


PAYMENTS MULTIPLE

Pending AutoPay History Tuition Tuition History Help

+ Authorize ACH for Payments

Make sure to enter the micro-deposit amount in this exact format.



Enter your bank micro-deposit amounts to confirm and activate ACH

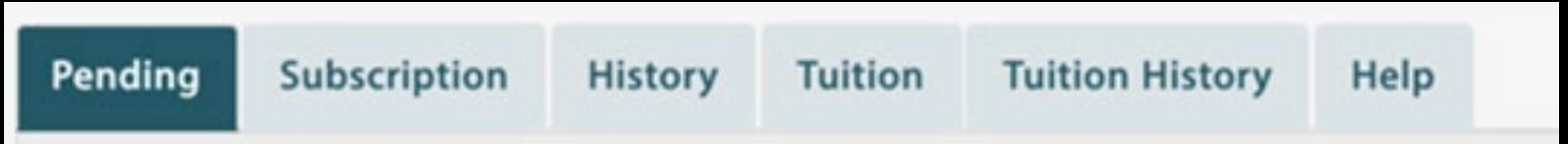
0.23 0.83

CANCEL SUBMIT

You are allowed 10 attempts to add and validate this information.

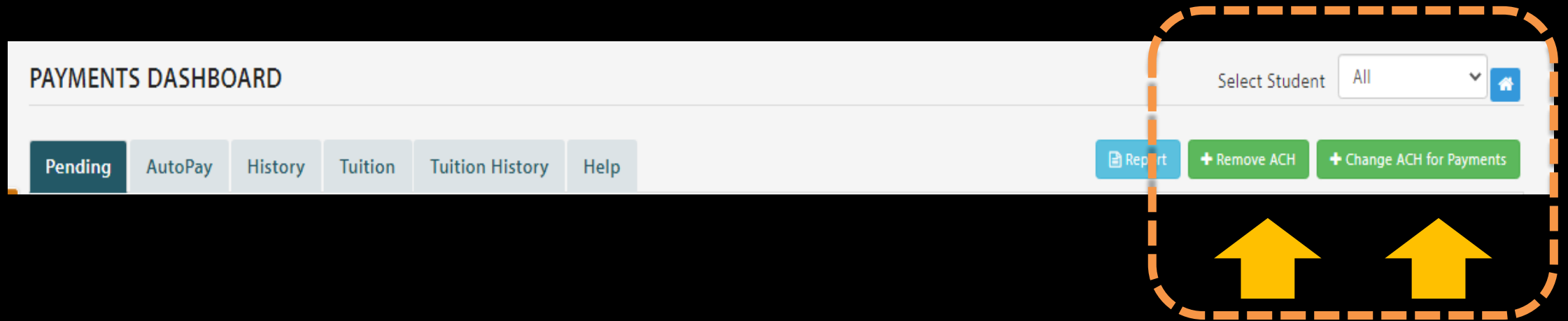
ACH SET UP – Final Step

You will see a green box on the 'PAYMENTS-> Pending' tab which says



ACH Verified

CHANGE ACH OR REMOVE ACH



Once ACH has been set up, you can always change or remove your ACH by selecting either of these two options.