How to Add a Bank Account + Auto Pay

Part 1

1

Click your name to view account options

2

Click **"Profile Settings"** from the drop-down menu

3

Click the **"Add Bank"** button and enter your bank details in the pop-up

4

To enable Auto Pay, select **"Automatically pay emailed invoices"**, then **"OK"**

! Be on the lookout for **two small verification deposits** in your bank account (usually less than $1.00). These may take 1-2 business days to appear.

How to Verify a Bank Account

Part 2

1

Click your name to view account options

2

Click **"Profile Settings"** from the drop-down menu

3

Under stored Payment Options, click the 3 dots to the right of the bank account, then **"Edit"**

4

Enter the verification deposits into the fields provided and click **"Save"**

Have more questions? Check out the Help Center by clicking ❓ in the top right corner

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