

# How to Add a Funding Account

- 1 Log in to your account at [Paytrust.silverbills.com](https://paytrust.silverbills.com)

## How to Add a Funding Account

- 2 Click Settings.

 Payroll

 Documents

 Messages

 Help

 Settings

 Roster

 Log Out

chanhassen veterinary clinic

\$100.00

Overdue December 20, 2023

[View Bill](#) [File Bill](#)

BlueCross BlueShield of Mn

\$283.89

Min Due: \$23.00

Overdue December 21, 2023

[View Bill](#) [File Bill](#)

best buy

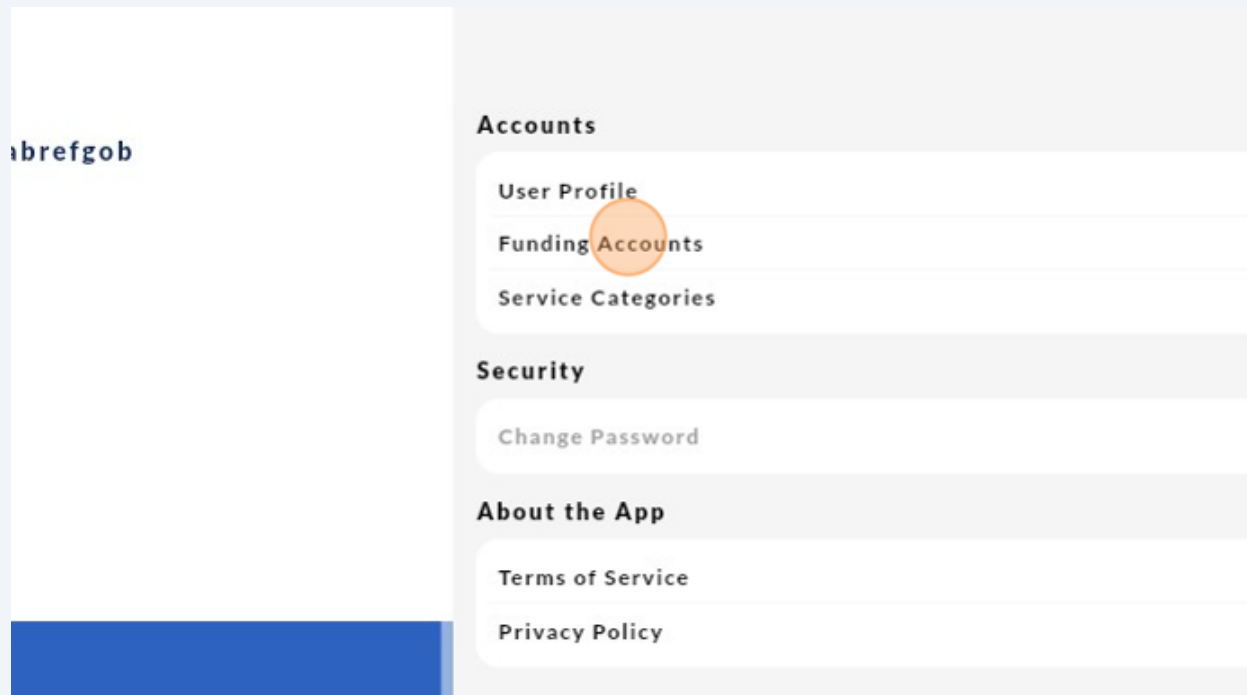
\$153.00

Overdue December 28, 2023

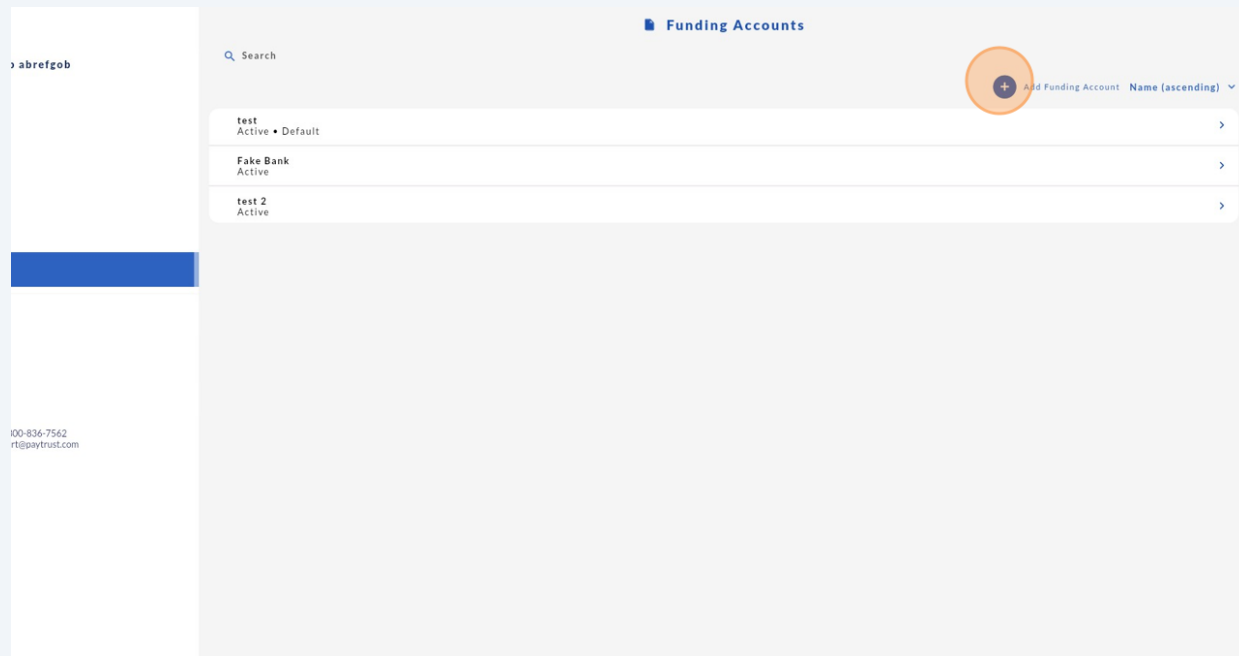
[View Bill](#) [File Bill](#)

AT&T WIRELESS

### 3 Click Funding Accounts.

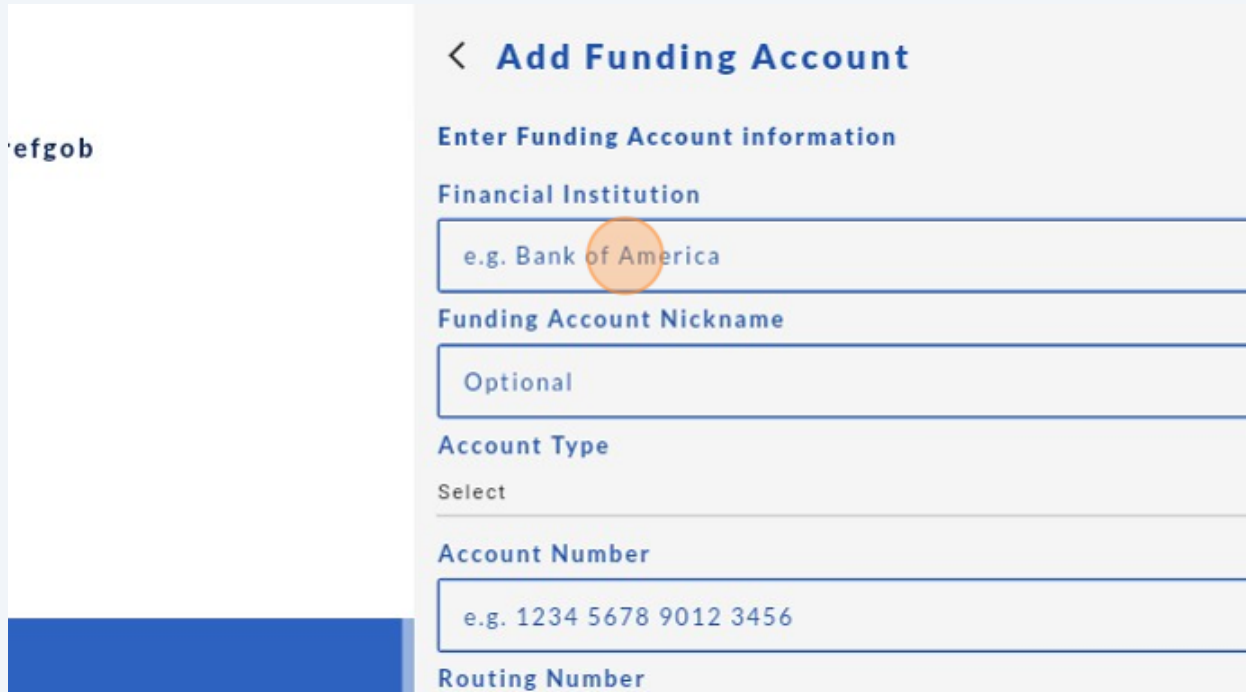


### 4 Once you are in funding accounts, click the "+" icon next to "Add Funding Account"



5

Enter the name of your Bank or Financial Institution.



efgob

### < Add Funding Account

Enter Funding Account information

Financial Institution

e.g. Bank of America

Funding Account Nickname

Optional

Account Type

Select

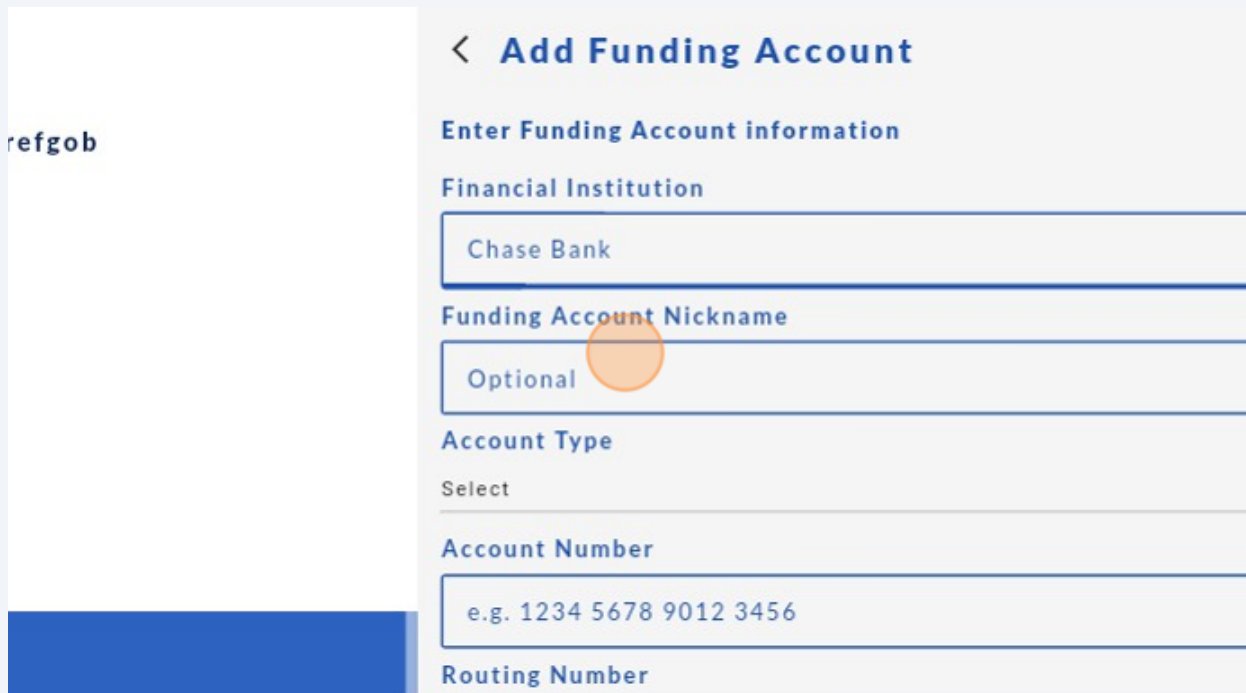
Account Number

e.g. 1234 5678 9012 3456

Routing Number

6

If you would like to nickname your account, enter your nickname under "Funding Account Nickname."



efgob

### < Add Funding Account

Enter Funding Account information

Financial Institution

Chase Bank

Funding Account Nickname

Optional

Account Type

Select

Account Number

e.g. 1234 5678 9012 3456

Routing Number

7

Select your account type (Checking, Savings, or Other).

efgob

## Enter Funding Account information

Financial Institution

Chase Bank

Funding Account Nickname

Chase Personal Checking

Account Type

Checking

Account Number

e.g. 1234 5678 9012 3456

Routing Number

e.g. 123456789

adrtfgob

Financial Institution

Chase Bank

Funding Account Nickname

Chase Personal Checking

Account Type

Select

Account Number

e.g. 1234 5678 9012 3456

Routing Number

e.g. 123456789

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Chase Bank

Funding Account Nickname

Chase Personal Checking

Account Type

Select

Checking

Saving

Other

By continuing, I give authorization to initiate debit entries at my request to termination.



Use the "other" option for Non-Checking or Savings accounts such as a money market account, retirement account, or investment account.

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Once that has been selected, enter your Bank Account Number.

Chase Bank

Funding Account Nickname

Chase Personal Checking

Account Type

Checking

Account Number

e.g. 1234 5678 9012 3456

Routing Number

e.g. 123456789

By continuing, I give authorization to initiate debit entries at my request to termination.



Please note that this must be a valid bank account number between 4 and 22 digits, otherwise you will receive an error message, and need to re-enter this number.

9

Then enter a valid **9-digit** routing number for your bank.

Chase Personal Checking

Account Type

Checking

Account Number

0214588242

Routing Number

e.g. 123456789

By continuing, I give authorization to initiate debit entries at my request to my account. I understand that this authorization can be terminated at any time.



You can find your Account and Routing Numbers either on the bottom of one of your checks, or typically when you log in to your bank account online.

## 10 Once you've entered all data correctly, click "Add Funding Accounts"

### < Add Funding Account

#### Enter Funding Account information

##### Financial Institution

Chase Bank

##### Funding Account Nickname

Chase Personal Checking

##### Account Type

Checking

##### Account Number

0214588242

##### Routing Number

021000021

9/9

By continuing, I give authorization to initiate debit entries at my request to my account indicated above at the depository financial institution - bank, brokerage, etc. - named above. This authorization shall remain in effect until termination.

Add Funding Account



If any information does not match the information for a valid bank account, you will receive an error and will need to check and update your information.

## 11 Once you've successfully added your bank account info, you will receive instructions on how Paytrust will verify your bank before making it active. Please read these instructions carefully.

### Details



#### New Funding Account pending verification

Before you can use your new account to pay bills, we need to verify that it belongs to you. Here's what happens next:

##### Step 1:

We will make 2 deposits under \$1 to this account during the next 2 to 3 business days

##### Step 2:

Locate the exact amounts of these 2 deposits by checking your bank account transactions online or from your bank statement. Please look for transactions with "BILL PAYMENT" or similar wording as the description

##### Step 3:

Once your bank institution has received the 2 deposits, you can verify your funding account by logging in to your Paytrust account, selecting the Settings menu item, and selecting the funding account that is pending verification. Select the option to verify account and enter the 2 deposit amounts in the spaces indicated (in no specific order). After the verification is complete, you will be able to use the new funding account to make payments

Close

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In the next 2-3 business days, you will receive 2 small deposits in your bank account from PayTrust. You will need to provide these deposit numbers in the verification steps below before you can use your new account for payments.

## How to Verify Your New Funding Account

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Go back to the Settings tab , then to Funding Accounts, and then find the newly added bank account and click the arrow next to it.

The screenshot shows the PayTrust interface. On the left, a sidebar contains navigation links: Bills, Payees, Documents, Messages, Help, Settings (highlighted), and Roster. Below these is a 'Log Out' button and contact information: 1-800-836-7562 and support@paytrust.com. The main content area is titled 'Funding Accounts' and includes a search bar. Below the search bar is a table of funding accounts:

test Active • Default	>
Chase Personal Checking Pending Verification	>
Fake Bank Active	>
test 2 Active	>

An orange circle highlights the right arrow next to the 'Chase Personal Checking Pending Verification' account.



## 14 Your bank account Information will appear. Click "Verify Account."

< **Chase Personal Checking**

**Payee Information**

Financial Institution  
Chase Bank

Funding Account Nickname  
Chase Personal Checking

Account Type  
Checking

Account Number  
...8242

Routing Number  
021000021

Starting Check Number

**Settings**

Verify account >

**i** We will make 2 deposits under \$1 to this account during the next 2 to 3 business days

Deactivate >

## 15 You will then be prompted to enter the 2 deposit amounts that have been sent to your bank account. Enter these amounts in the fields below.

< **Verify your funding account**

Enter the two deposit amounts (in cents) that we credited to your account:

First amount  
0.XX

Second amount  
0.XX

Verify

azcob abrefgob

< Verify your funding account

Enter the two deposit amounts (in cents) that we credited to your account:

First amount

\$0.25

Second amount

0.XX



These deposits will be withdrawn from your bank account after the deposits have been made.

## 16 Once you've entered your deposit amounts, click "Verify."

< Verify your funding account

Enter the two deposit amounts (in cents) that we credited to your account:

First amount

\$0.25

Second amount

\$0.43

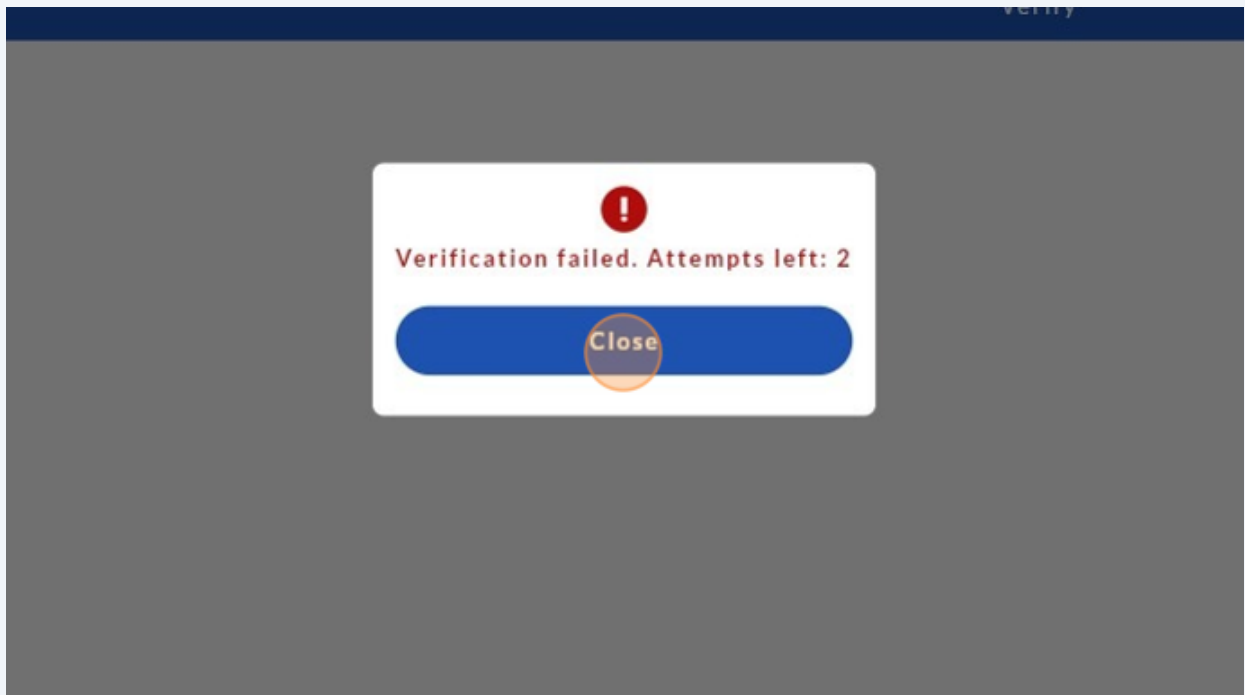
Verify



Please note, you will only have 3 attempts to provide the correct deposit amounts entered into your bank before your account becomes deactivated. At this point, you will no longer be able to reactivate your bank account unless you start the process of adding the account from the beginning.

17

Here's the message you will receive if you fail an attempt:



18

Once you've successfully Verified your amounts, your funding account will now be active.