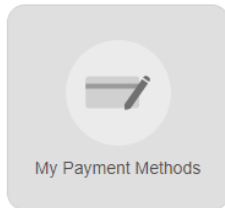
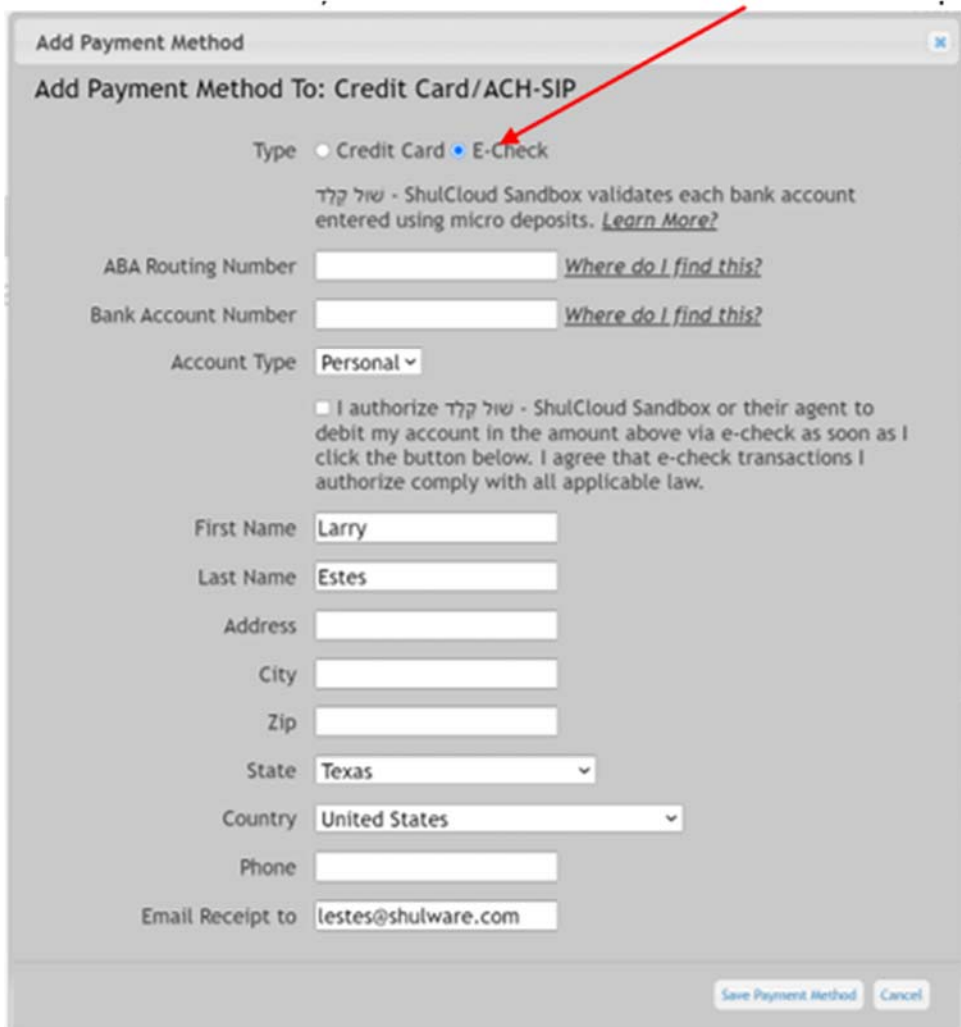


HOW TO SET UP E-CHECK PAYMENT IN SHULCLOUD

1. Login to Shulcloud
 - a. Your email address is your user id
 - b. Create your password by clicking Forgot your Password if you haven't done so yet.

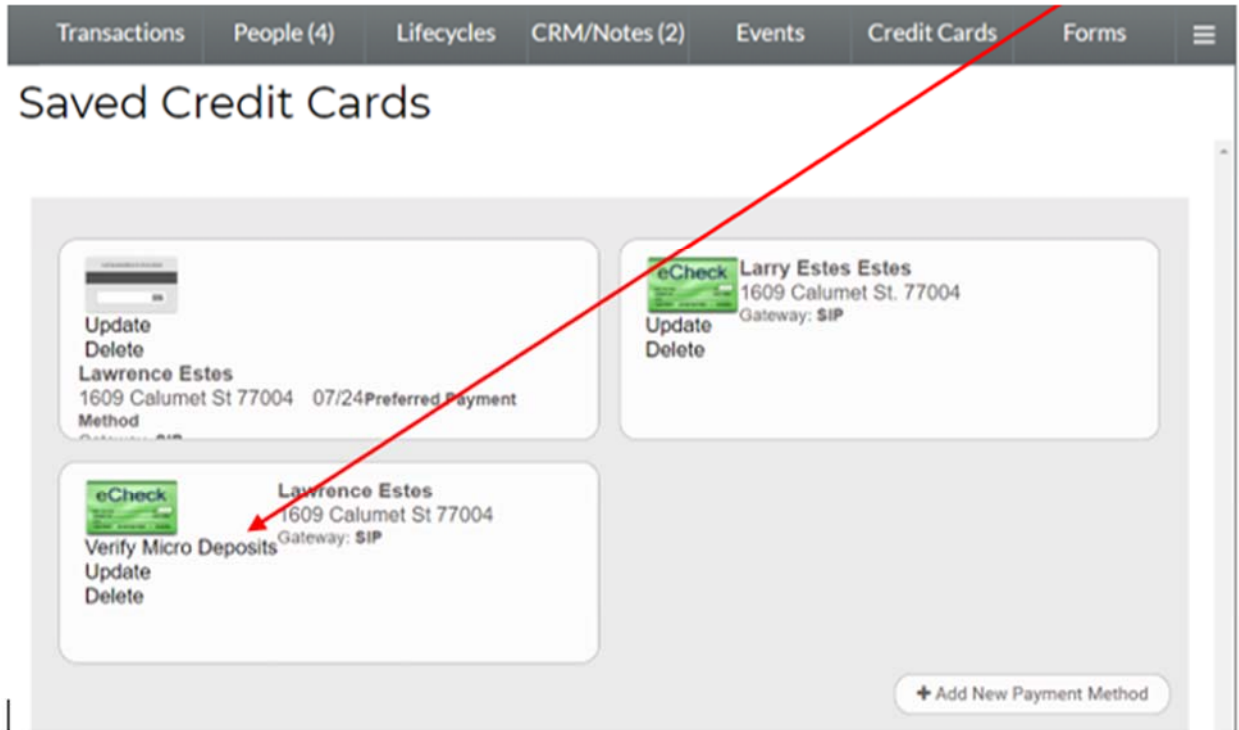


2. Click on My Payment Methods icon
 - a. Click on +Add New Payment Method
 - b. To add a bank account, click on the button for "E-Check" and complete all the fields

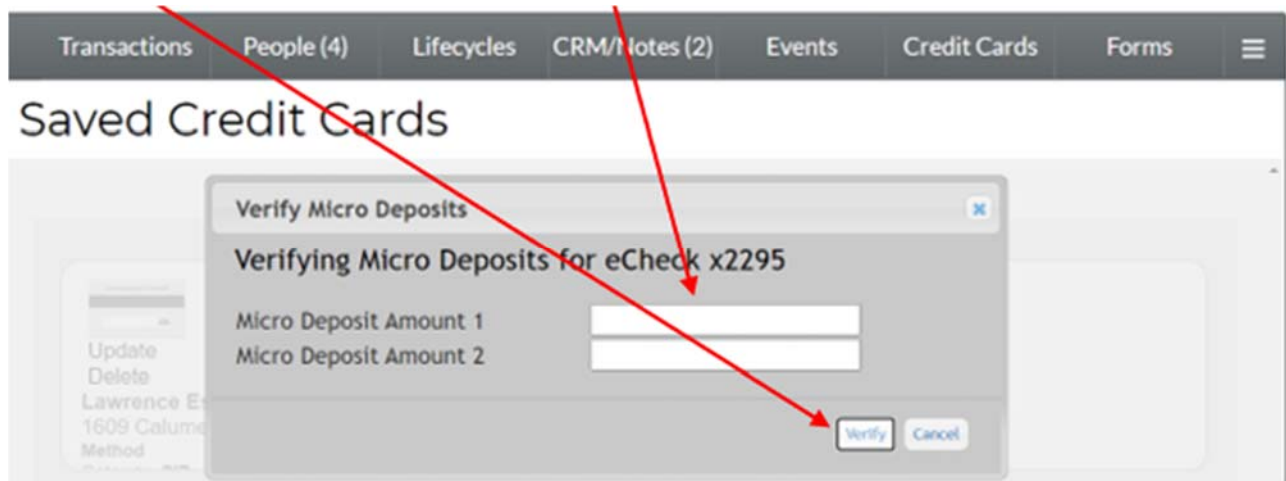
A screenshot of a web form titled "Add Payment Method". The form is for adding a new payment method, specifically an E-Check. At the top, it says "Add Payment Method To: Credit Card/ACH-SIP". Below this, there are radio buttons for "Type": "Credit Card" and "E-Check". A red arrow points to the "E-Check" option. Underneath, there is a note in Hebrew and English: "שול קלד - ShulCloud Sandbox validates each bank account entered using micro deposits. Learn More?". The form contains several input fields: "ABA Routing Number" and "Bank Account Number" (both with "Where do I find this?" links), "Account Type" (set to "Personal"), a checkbox for authorization, "First Name" (filled with "Larry"), "Last Name" (filled with "Estes"), "Address", "City", "Zip", "State" (set to "Texas"), "Country" (set to "United States"), "Phone", and "Email Receipt to" (filled with "lestes@shulware.com"). At the bottom right, there are two buttons: "Save Payment Method" and "Cancel".

- c. After clicking on the "Save Payment Method" button the payment will be created but **IS NOT usable until the account is validated.**

- 3. To validate a bank account, after 2 – 3 business days, the payer must first log into their bank’s portal and access the account which they used in creating the payment method. There will be two micro deposits (<\$1.00) of which they should make note. Then the payer should return to their payment method screen and select the account to validate by clicking on “Verify Micro Deposits”.



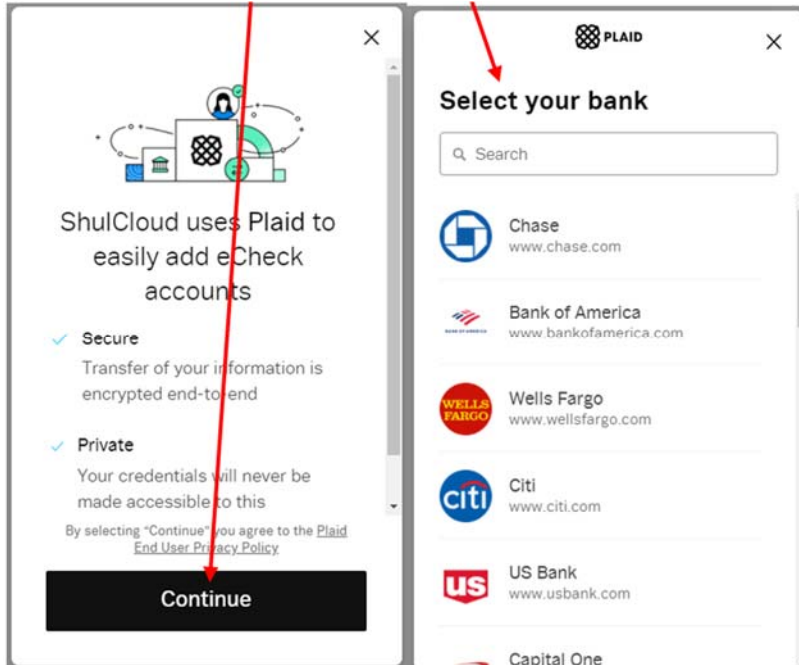
- 4. In the fields that appear enter the two amounts from the bank account into the fields then click on the “Verify” button



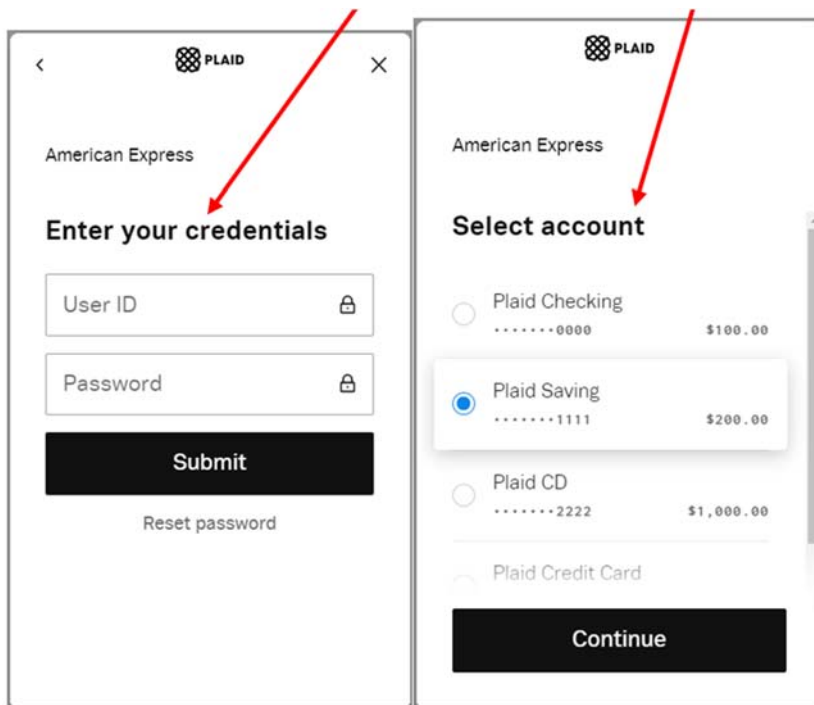
- 5. The payment method is now available for use.
- 6. Once your payment method is set up, you may do a one-time payment or a monthly payment plan.

Alternate Method for Adding a Bank Account

1. Alternative method for adding a bank account payment method with immediate availability to use the payment method
2. a. Select "Continue, then search or select your bank.



3. Enter your online banking credentials, then select the account you want to associate with the saved payment method in your ShulCloud account.



Your bank account is now a saved payment method and ready for immediate use.