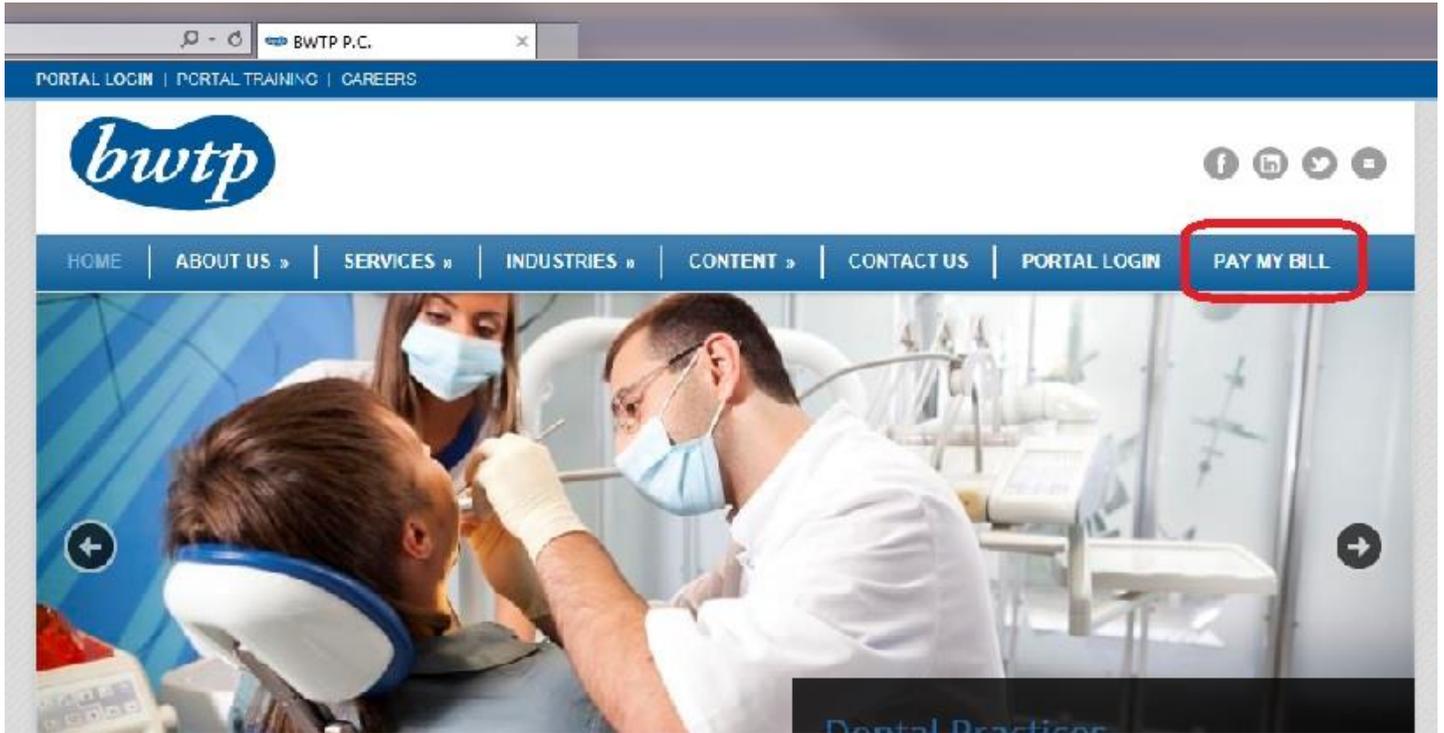


Setting Up A Recurring Payment – Fixed Payment/Retainer

1. Go to www.bwtpcpa.com and click on “Pay My Bill” on the right hand side.



2. Type in your client number and click “Pay Now”.

A screenshot of the BWTP PC Payment Center login page. The browser address bar shows 'https://wv2.payexpress.com/ebp/BWTP/'. The page features the 'bwtp' logo and a 'BWTW PC Home Page' link. The navigation menu includes 'LOGIN' and 'PAY NOW', with 'PAY NOW' highlighted by a red box. Below the navigation menu is a 'Welcome to the BWTP, PC Payment Center' message. The main content area contains two input fields: 'Client Number' and 'Confirm Client Number'. A green 'Pay Now' button is positioned below the input fields. At the bottom of the page, there are three promotional boxes: 'SIMPLIFY MAKING PAYMENTS', 'PAYMENTS PROCESSED FASTER', and 'TRACK PAYMENT HISTORY'. The footer contains copyright information and links for 'Main Menu', 'Terms of Service', 'Contact Us', 'Help', and 'Logout'.

3. Enter in the required information (Client Name, Email, Payment Amount). Then click “Add A Payment Method”.

The screenshot shows the BWTP Home page. The main form is titled "Home" and contains several input fields. On the right side, there is a "Payment Amount" field with a value of "5" and a "Payment Method" dropdown menu. A red box highlights the "Add A Payment Method" button next to the dropdown. Below the form, there is a green button labeled "Continue to Payment".

Payments confirmed before Tuesday, February 06, 2018 8:00 PM ET will be posted on Tuesday, February 06, 2018. Payments confirmed after Tuesday, February 06, 2018 8:00 PM ET will be posted on Wednesday, February 07, 2018.

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4. Once you click “Add A Payment Method”, you can either pay by ACH or by a credit card. The first image below is the screen to enter in your ACH information, the second is for credit cards. Make sure to check the box for agreeing to terms and add your account.

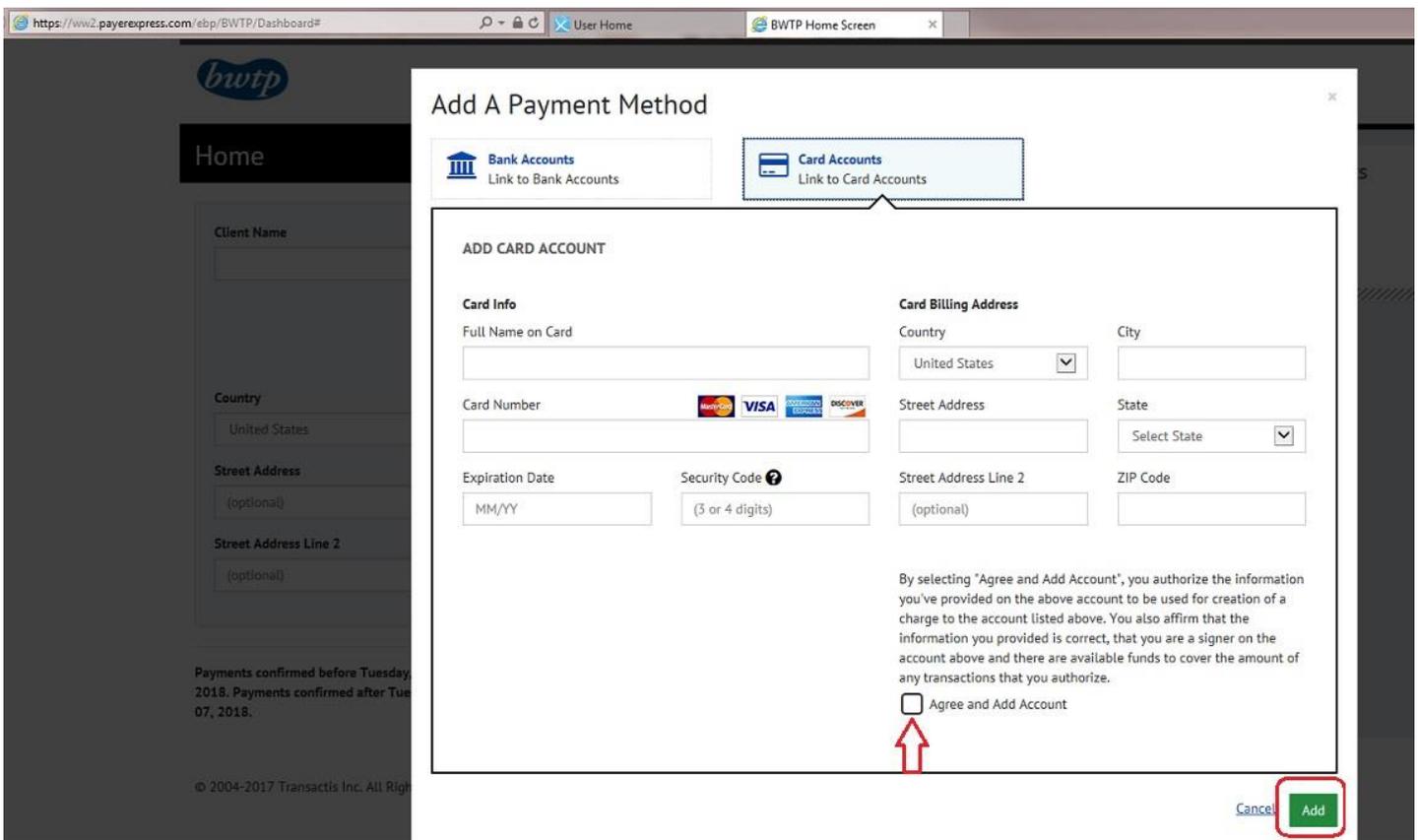
The screenshot shows the "Add A Payment Method" dialog box. It has two main sections: "Bank Accounts" and "Card Accounts". The "ADD BANK ACCOUNT" section is active and contains the following fields:

- Account Type: Personal (selected), Business
- Banking Type: Checking Account (selected), Savings Account
- Name on the Account: [Empty]
- Routing Number: [Empty]
- Account #: [Empty]
- Re-enter Account #: [Empty]

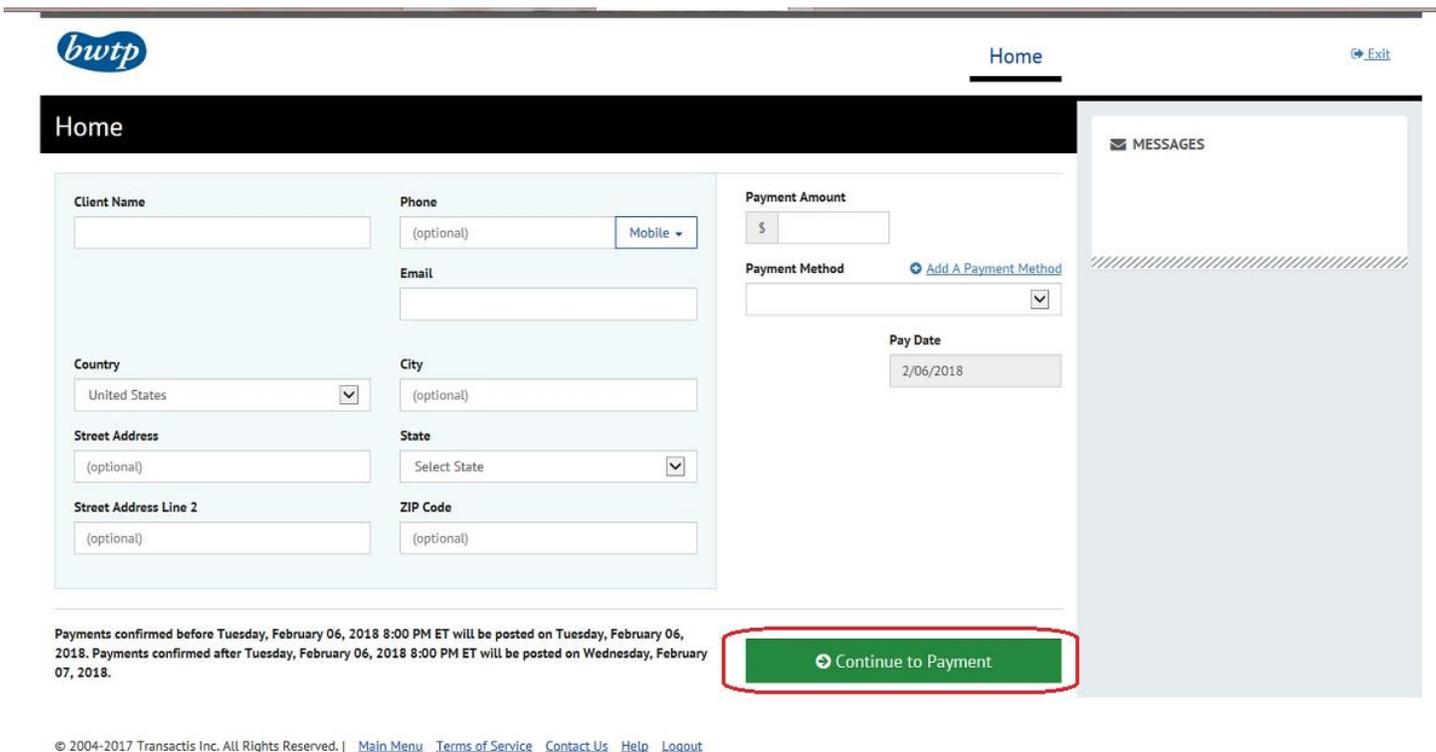
Below the fields is a "Pay to the Order of" section with a routing and account number example. At the bottom, there is a checkbox labeled "Agree and Add Account" and a green "Add" button. A red arrow points to the checkbox, and a red box highlights the "Add" button.

By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

Make sure to use your bank account number, not your ATM or Debit card number.



5. After you enter in your payment details, and add your payment account, it will take you back to the first screen, click "Continue to Payment."



- On the next screen, you need to verify your payment. Check the box to agree to terms and conditions, then click the green “Make Payment” button.

https://www2.payerexpress.com/ebp/BWTP/Payment/QuickPay

Verify Payment

Verify Payment

PAYMENT SUMMARY

1 Invoice **\$1.00**

Payment Method [Add A Payment Method](#)
 Visa ****0712

Security Code [?](#) Payment Date
 *** 2/06/2018

Payments confirmed before Tuesday, February 06, 2018 8:00 PM ET will be posted on Tuesday, February 06, 2018. Payments confirmed after Tuesday, February 06, 2018 8:00 PM ET will be posted on Wednesday, February 07, 2018.

Terms and Conditions

These terms and conditions are designed to provide you information on the services we provide and outline important conditions that apply to your using this service. PNC and various third party vendors provide the Internet bill presentment and payment service. It is subject to the consumer banking regulatory protections described in Regulation E of the Electronic Fund Transfers Act. When you open your account with us, or any third party vendor acting on our behalf, you, and any person you authorize to perform functions on your account, agree to these terms and conditions.

1. Erroneous Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.

2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers which would exceed such limits. so we recommend you check with your bank to determine what limitations are.

[Print Terms and Conditions](#)

Client Name: BWTP

Email: info@bwtpcpa.com

By checking this box you agree to the terms and conditions stated above.

By clicking the **Make Payment** button I, **BWTP PC**, confirm that today, Tuesday February 06, 2018, I am authorizing a one-time debit from my Visa account ending in ****0712 in the amount of \$1.00 USD to be remitted to BWTP, PC. This debit will occur on or after Wednesday February 07, 2018.

If you have any questions regarding this transaction request, please call 314-576-1350.

Make Payment

[Cancel](#)

- On the confirmation screen, click the “Enroll with Your Current Information” option to continue to setup a recurring payment.

Confirmation

Thank You! Your payment has been made.

[Print Confirmation Page](#)

Payment Date 7/12/2016

Payment Method Visa ****4448

Total Payment \$1,000.00

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Tuesday, July 12, 2016 8:00 PM ET will be posted on Tuesday, July 12, 2016.

Payments confirmed after Tuesday, July 12, 2016 8:00 PM ET will be posted on Wednesday, July 13, 2016.

If you have any further questions about payments to PayerExpress Payment Center, please contact our office at 888-888-8888 .

Account Number	Confirmation #	Payment Amount	Number of Invoices
211111	3100204185	\$1,000.00	1

[Enroll With Your Current Information](#)

[Return to Home](#)

[Log Out](#)



8. There are 4 steps to create your profile on the payment website. The first step is to enter in your information. The required fields are shown below. Click “Continue to Login & Password”.

Account Setup

PROFILE LOGIN & PASSWORD TERMS OF SERVICE BILLING & PAYMENT

Name
John Smith

Company Name
[Redacted]

Middle Name
[Redacted]

Last Name
[Redacted]

Primary Telephone Number
[Redacted] Mobile ▾

[Add Another Telephone Number](#)

Primary Email Address
[Redacted]

[Add Another Email Address](#)

What's Your Billing Address?

Country
United States ▾

Address1
100 Main St

Address Line 2
[Redacted]

City
York

St
PA - Pennsylvania ▾

Zip Code
18447

9. The second step is to create a login ID, password, Security image and security questions. ****NOTE** the Image label for your security image must be at least 6 characters long. You must also select 5 different security questions.

PROFILE **LOGIN & PASSWORD** TERMS OF SERVICE BILLING & PAYMENT

Create a Username and Password

1 Login ID

Password

2 Re-enter password, just to be sure

3 **Choose a Security Image and give it a label**

You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us.

Give your Image a label

4

Choose Your Security Questions

We'll use these questions to help verify your identity if you forget your login credentials. Make sure you give answers that you can easily remember.

Question 1

What is your father's middle name?



Answer 1

Question 2

What is your grandmother's maiden name on your mother's side?



Answer 2

Question 3

How many brothers and sisters did your mother have?



Answer 3

Question 4

What city was your first job in?



Answer 4

Question 5

What was your boss's first name at your first job?



Answer 5

10. After creating security questions, continue to the "Terms of Service" step. Here, all you need to do is check the box and click "Continue".

PROFILE

LOGIN & PASSWORD

TERMS OF SERVICE

BILLING & PAYMENT

Terms of Service



By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

Once the box for Terms of Service is checked, click "Continue to Billing and Payment":

Continue to Billing and Payment

11. Next in the enrollment process, you can re-enter your ACH or Credit Card information. You can also select to Add a payment method later once the enrollment process is complete.

You may select a default payment method now. After enrollment you can manage your payment methods.



Bank Accounts

Link to Bank Accounts



Card Accounts

Link to Card Accounts



Add Later

Add your payment method later

ADD LATER

You can add an account later in your Account Settings.

12. Once you add your payment method, an activation email will be sent to your email address you provided in Step 1. Be sure to check your Spam or Junk folders. In the email, will be a link with the word "Activate", click on that link to activate your account.

Your Account is Set Up!

Activate Your Account

We've sent an activation link to example.email@gmail.com. Click the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or "Junk" folders.

After activating your account, click here to login

Account Login

Resend Activation Email

Didn't get our email? We can resend it to the Email on file or an alternate address.

Resend Email to example.email@gmail.com

Send Email to another Email Address

Alternate Address

Send Activation Email

** Note – you will not be able to use your new username until you click the Activation Email sent to the email address(es) provided.

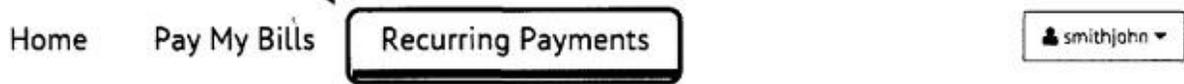
Activation Email – You will need to login to the e-mail provided and find the email generated by the system.

13. Once you have clicked on the activation link, you will need to return to the home page of the Payment website from Step 1 of these instructions. But, make sure you select "Login" instead of "Pay Now".

The screenshot shows the BWTP PC Home Page. At the top left is the **bwtp** logo. At the top right is the text [BWTP PC Home Page](#). Below the logo are two buttons: **LOGIN** (highlighted with a red box) and **PAY NOW**. To the right of these buttons is the text "Welcome to the BWTP, PC Payment Center". Below the buttons are two input fields: "Login ID" and "Password". Red arrows point to each of these fields. Below the "Login ID" field are two links: [Forgot your Login ID?](#) and [Password Help?](#). Below the "Password" field is a **Login** button (highlighted with a red box). At the bottom of the page are three boxes with the following titles and descriptions:

- SIMPLIFY MAKING PAYMENTS**: Simplify your bill payment by using this online bill payment system.
- PAYMENTS PROCESSED FASTER**: Have your payments processed faster by using this online bill payment system.
- TRACK PAYMENT HISTORY**: Keep track of payments by using this online bill payment system.

14. After you login to your account, select the tab for “Recurring Payments” and click “Create New Recurring Payment”.



You can only setup one recurring payment on their account.

Recurring payments cannot be edited. If changes need to be made to an existing recurring payment the user must choose to delete the existing recurring payment and setup a new recurring payment.

Recurring Payment Descriptions

Click 'Create New Recurring Payment'

Recurring Payments

Recurring Payment

Recurring Payment Message



15. To create your Recurring Payment, you will need to select 7 options to create your payment:

- a. Account Number
- b. Payment Name
 - i. You can choose Monthly Retainer or Monthly Payment
- c. When would you like to make your payment
 - i. Please select “Day of the Month” option and choose a day. If you want the payment to happen on the 1st of every month, pick the 1st
- d. Payment Amount
 - i. Please select “Fixed Amount” and enter in your monthly retainer or payment plan amount
- e. Keep Making This Payment Until
 - i. Please select “I Stop The Payment”. If your retainer amount changes in the future, contact BWTP or delete the current recurring payment and create a new one. If you have problems, please contact BWTP Billing Dept.
- f. Pay All
 - i. Please select “NO” for this option.
 - ii. Also select the payment method you added during the enrollment process
- g. Billing Authorization
 - i. Check the box and click “Agree and Submit” to complete the process.

Set Up Recurring Payment

Select Account Number

1 222222 -

LC

Recurring Payment for Account Number 222222

Payment Name

2

When would you like to make your payment?

3

On Due Date

Upon Bill Receipt

Day of the Month

Payment Amount

4

Amount Due

Fixed Amount

Keep Making This Payment Until

5

Stop The Payment

Number of Payments

Specific Month

Pay All

6

Yes

No

Do not pay ALL outstanding invoices at the time of your payment.

Payment Method

Example Card (1234567890101010)

Bank Account (1234567890101010)

123456

Security Code

Send me a reminder

days before a bill is due

Billing Authorization

With Authorization

I authorize Payment Express Payment Center to automatically initiate entries on my Financial Account when there is an authorization, for payments to my Payment Express Payment Center account as the direct order listed above.

I further authorize the Financial Institution to accept these debit entries as valid debit entries under my account. Proof of the payment will appear on my Financial account statement as an charge to Payment Express Payment Center. My authorization will remain in effect for the length of time listed above or until I cancel it online and give Payment Express Payment Center a reasonable opportunity to act.

Your recurring payment will be received once a payment made either after an invoice is rendered, or on a date selected during setup. In the event that no amount is rendered on the date you select in order to the posting of an invoice issued for specific date for a fixed amount, which doesn't need a new invoice rendered, then the recurring payment will not be made. We are not responsible for a recurring payment where no invoice is in the system against which a recurring payment can be processed.

7

By checking this box you agree to the terms stated above.

Go

Next