



# ACH PAYMENT INSTRUCTIONS



*Your Guide to Secure, Encrypted  
Online Payments to ABE*

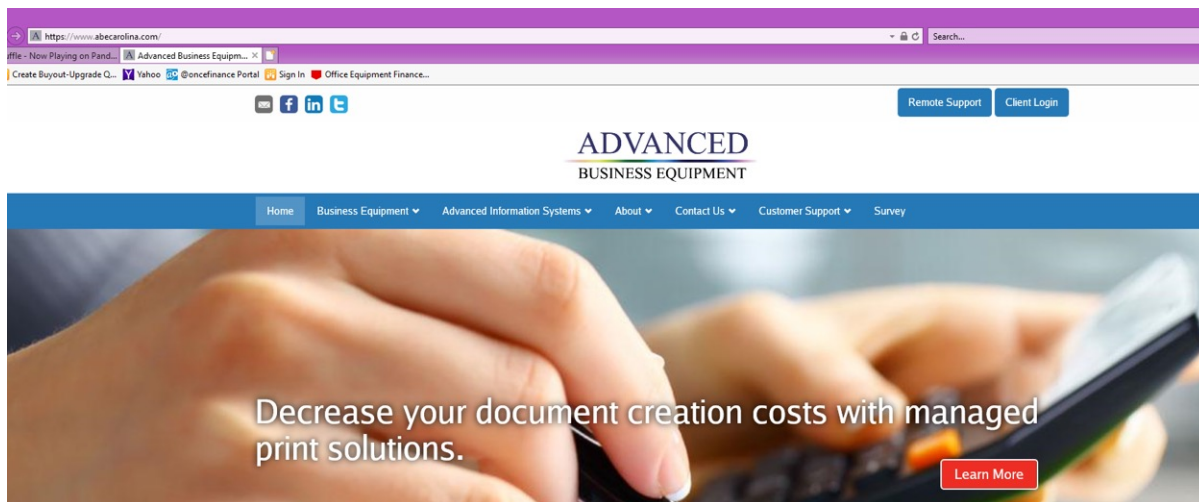


# ACH PAYMENTS

ACH payments are processed through a secure, encrypted PCI compliant system



1. Go [www.abecarolina.com](http://www.abecarolina.com) > select “Client Login” in the top right-hand corner.



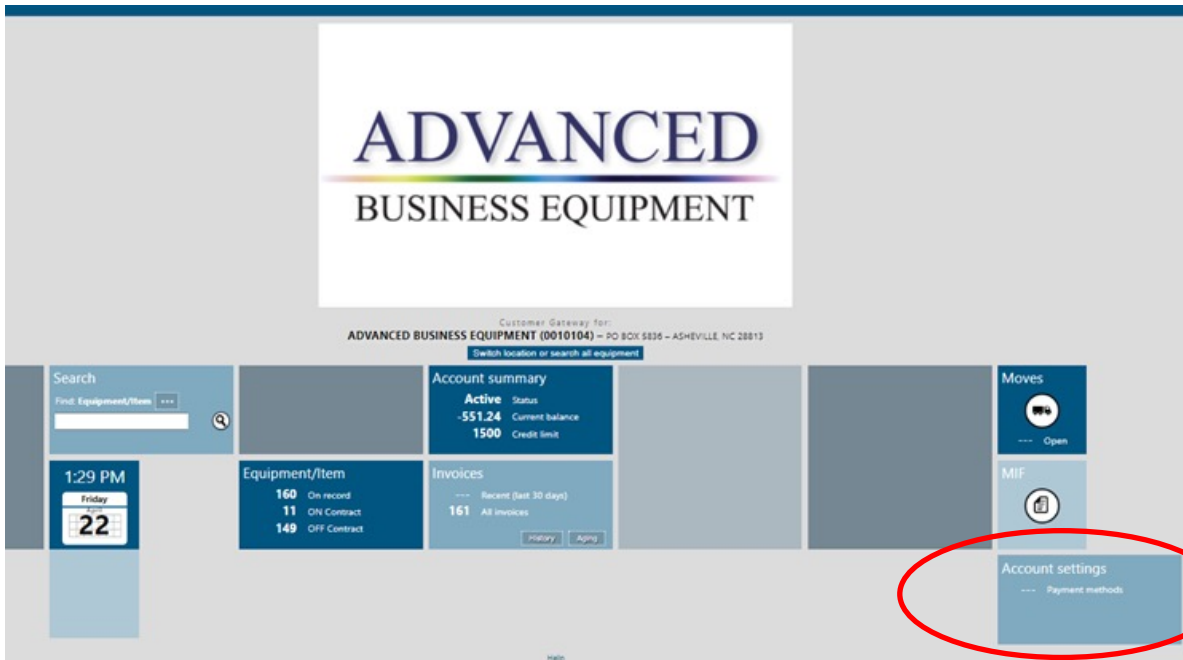
2. Login with your username and password.





# ACH PAYMENTS

3. Locate the “Account Settings” section. Here you can manage all payment options, create and delete.



4. Select “ADD” from the lower left corner.





## ACH PAYMENTS, cont'd

5. Select payment type and enter all information. Fields with an \* are required fields.

**NOTE:** While ACH payments do not incur a fee, all credit card payments are subject to a 3% transaction fee.

**Business Equipment**

**New Payment Method**

Payment type:  Credit card  
 **Checking account**  
 Savings account

Account number: \*

Routing number: \*

Name on account: \*

Address: \*

City: \*

State: \*\* Zip: \*

Phone: \*

Nickname: \*

Save Cancel

6. Select "Aging" under the Invoice Section

**Search**  
Find: Equipment/Item

**Meters**  
--- Meters due  
**16** All meters

**Account summary**  
**Active** Status  
**1346.35** Current balance  
**1500** Credit limit

**1:44 PM**  
Friday  
April  
**22**

**Equipment/Item**  
**6** On record  
**2** ON Contract  
**4** OFF Contract

**Invoices**  
**2** Recent (last 30 days)  
**96** All invoices  
History Aging Pay All



## ACH PAYMENTS, cont'd

7. On the far left you will see the list of outstanding invoices. On the far right you will see a “Pay” column. This will allow you to select the invoices you would like to pay. To select an invoice, simply check the box for that invoice. Once checked, select “Pay” at the bottom right.

Account Aging											
Invoices											
Number	Type	Date	Due Date	PO Number	Current	1-30	31-60	61-90	90+	Pay	Status
577721	Invoice	4/5/2022	4/15/2022	---	---	502.44	---	---	---	<input type="checkbox"/>	Unpaid
578387	Invoice	4/13/2022	4/23/2022	---	843.91	---	---	---	---	<input type="checkbox"/>	Unpaid
Total					843.91	502.44	---	---	---		

8. Select the payment date along with the payment method by clicking the box next to each required field. Once you have chosen the date and payment method, select *Submit* on the top left.

Submit Payment Methods Print

Schedule new payment

Amount: 502.44  
Date: 4/22/2022  
 Use existing payment method or add and save a new payment method.  
Method: ---

Invoices included in payment

Number	Due Date
577721	4/15/2022

1 list item

9. Your payment is complete. A receipt will be sent to the email on file for receiving invoices.