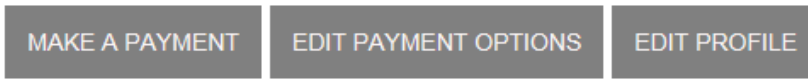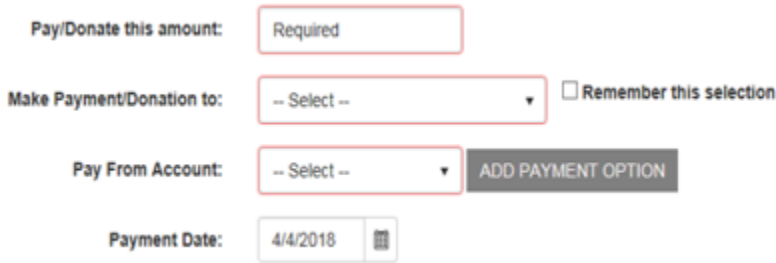**Creating a Recurring Payment from within the payment portal**

1. Click on Make A Payment

| MAKE A PAYMENT | EDIT PAYMENT OPTIONS | EDIT PROFILE |

2. Fill out the red lined required fields
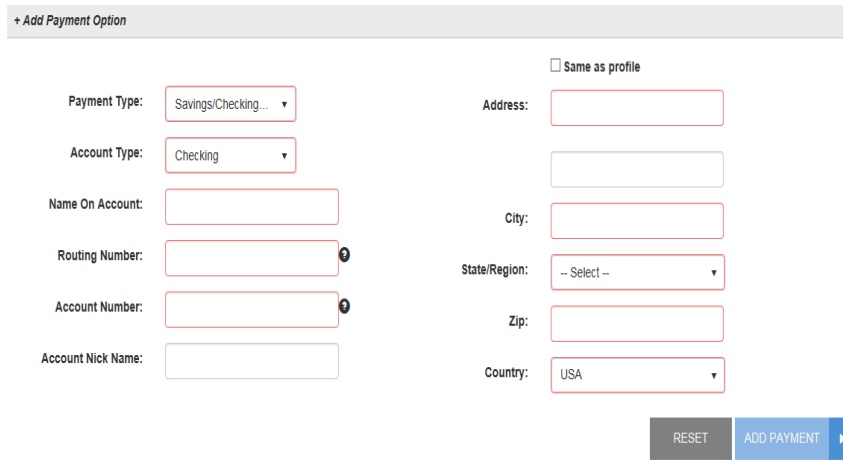
Pay/Donate this amount: `Required`

Make Payment/Donation to: `-- Select --` ☐ Remember this selection

Pay From Account: `-- Select --` [ADD PAYMENT OPTION]

Payment Date: `4/4/2018`

   a) Pay from Account

      i. Choose the account number you want to pay from

      ii. If your account is not saved under your profile, you will click on Add Payment Option and you will add your Name, Address, Payment Type, and Account Type. Then Click Add Payment

+ Add Payment Option

☐ Same as profile

Payment Type: `Savings/Checking...`   Address: `[          ]`

Account Type: `Checking`   `[          ]`

Name On Account: `[          ]`   City: `[          ]`

Routing Number: `[          ]` ❓   State/Region: `-- Select --`

Account Number: `[          ]` ❓   Zip: `[          ]`

Account Nick Name: `[          ]`   Country: `USA`

[RESET] [ADD PAYMENT ▶]
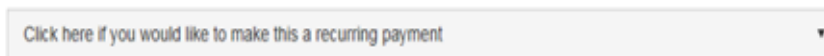
3. Payment Date- Leave as the defaulted date

4. Click on the drop down reading Click here if you would like to make this a recurring payment

`Click here if you would like to make this a recurring payment` ▼

5. You will be required to choose the frequency of the payment (example: Once a Month or Once a Year) and # of Payments

6. Payment Day, Start Day are optional fields, they will prepopulate with the date of you starting the payment, but you are able to set up the payment to any particular day.

7. Optional Fields

8. Infinite Payment

9. Include a Single Payment Now (selecting this check box will also process a single payment along with scheduling a recurring payment. Please remove this selection if you want to schedule only recurring payment at this time).

10. Click Continue

Click here if you would like to make this a recurring payment

Frequency:	Once a Month ▾
Payment Day:	Last Day ▾
Start Date:	4/30/2018 📅
# Of Payments:	12
Next Payment Date:	4/30/2018 📅
Infinite Payment:	☐
Include a Single Payment Now:	☐ ❓

Please click continue, you will be able to review your payment before submitting. **(customizable)**

CANCEL   CONTINUE ▶

11. You will receive a Confirmation message of your payment information, along with an Authorization Agreement

12. Click Agree and Submit

Amount:	$0.01
Make Payment/Donation to:	Location 1
From Account:	Checking: XXXXXX2345

Authorization Agreement:

I, **Alpine Bank Test**, authorize **Alpine Bank-Non Live Demo Account** to electronically debit my account for the amount indicated above.

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **Alpine Bank-Non Live Demo Account** to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at **970-254-2757**.

CANCEL   AGREE AND SUBMIT ▶

13. You will receive a Transaction Receipt along with a copy of the Authorization Agreement

14. You have the ability to Save and or Print a Receipt

15. Click Close

Transaction Receipt

Amount:	$0.01
Make Payment/Donation to:	Location 1
Account #:	Checking: XXXXXX2345
Transaction Date:	4/18/2018

Authorization Agreement:

I, **Alpine Bank Test**, authorize **Alpine Bank-Non Live Demo Account** to electronically debit my account for the amount indicated above.

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of **Alpine Bank-Non Live Demo Account** to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at **970-254-2757**.

CLOSE   SAVE RECEIPT ▶   PRINT RECEIPT ▶