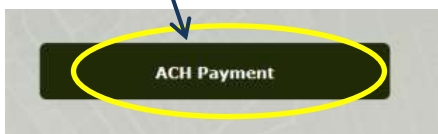


Online ACH (Electronic Check) Payments

From the Portnoff Law Associates Home Page, click on “Make Payment”. This takes you to the **Make Payment** Screen.



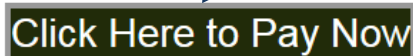
For an ACH (Electronic Check) payment, you’ll need to click on the ACH Payment button near the top of the screen. After you click Agree,



a page will open at our secure payment site, provided by paysimple.com. Funds will be applied to your account after five business days based on payment processing requirements.



User ID and Password are NOT required to make your ACH payment. To continue, click on the “Click Here to Pay Now” button. This takes you to a web form for input of the information necessary to process your payment.



A dark green button with white text that says 'Click Here to Pay Now'.



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Submit ACH (electronic check) payment
Portnoff Law Associates, Ltd. is a debt collector. This is an attempt to collect a debt and any information obtained will be used for that purpose.

Order Information

Company name	<input type="text"/>	Customer ID:	New
First name*	<input type="text"/>	Last name*	<input type="text"/>
Phone:	<input type="text"/>	All phone:	<input type="text"/>
Email:	<input type="text"/>	All email:	<input type="text"/>
Confirm Email*	<input type="text"/>		

“Company name” is optional and should only be used if you are a business and making payment using a business account. Individuals should leave the “Company name” field blank.

Use “Company name” only if you are paying using a business account.

Order Information

Company name:

Fill in each of the personal identification fields indicated below with information for the person who is making the payment. Make sure to use a valid email address. The email address that you submit will be used to send an email receipt for your transaction.

Order Information

Company name:	<input type="text"/>	Customer ID:	New
First name*:	<input type="text" value="Blair"/>	Last name*:	<input type="text" value="Doe"/>
Phone:	<input type="text" value="484"/> <input type="text" value="555"/> <input type="text" value="1212"/>	Alt phone:	<input type="text"/> <input type="text"/> <input type="text"/>
Email:	<input type="text" value="lyowner@portnoffonline.com"/>	Alt email:	<input type="text"/>
Confirm Email*:	<input type="text" value="lyowner@portnoffonline.com"/>		

Next, fill in information identifying the account for which you're making payment.

Your "PLA file number" can be found on any correspondence that you've received from Portnoff Law Associates. It consists of two numbers, a dash, five more numbers, another dash, then one final number.

PLA file number:

Use the property address of the property on which the taxes or fees are owed. In addition to the street address, include City and State. You can press the "Enter" key on the keyboard to add a second line of text.

Property Address*:

Fill in your Tax Parcel Number/PIN.

In some Pennsylvania locations, this number may be referred to as Lot and Block Number, Folio Number, or Tax Map Number. Whichever name is appropriate, please fill in that number here if it's available. It is not required, but it helps in directing your payment to the proper account.

Tax Parcel/PIN:

The Additional Note field is optional and can be used for clarifying information about your payment. The Alt phone and Alt email fields are not used and should be left blank.

You are now ready to input your payment information.

Update the Payment amount field with the amount that you want to be paid from your bank account.

Payment Information

Payment amount:

Rekurs:

Payment date:

“Rekurs” & “Payment Date” are preset and cannot be changed

You will now identify the bank account from which the payment will be made.

In the “Bank name” field, type the name of the bank which holds the account from which the payment will be drawn.

The bank routing number is a nine digit number. The easiest way to find it is to look at the bottom left of your check.

Next, input the Bank account number. This number appears at the bottom of a check, after the Bank Routing Number

Choose Payment Type:

Echeck (ACH) accounts (optional)


Bank name*:

Bank routing number (? ABA)*:

Bank account number (? DDA)*:

Account type*:

Set as default account:



routing number account number

Click dropdown button to expand list if payment will come from Savings.

Account type*:

Finally, verify the type of bank account you’ll be using to make the payment. The form assumes your payment will come from Checking. If you’ll be using a savings account, click on the dropdown button (as indicated by the arrow above). This will give you the option to change the account type to Savings.

The billing address is the address associated with the bank account from which payment will be made. Fill in the required address boxes, including Address 1, City, State/Province, and Zip/Postal Code. Address 2 is optional.

The screenshot shows a 'Billing Address' form with the following fields: Address 1* (1234 My Street), Address 2*, City* (My Municipality), State/Province* (dropdown menu), Country* (USA), and ZIP/Postal Code* (19101). A blue callout box on the left contains the text: 'Click dropdown button to expand and choose your State/Province'. A blue arrow points from the callout box to the State/Province dropdown menu. To the right of the form is a vertical scrollable menu for 'Create Account' with options: GA, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, RI.

It is not necessary to create an account, so you can skip the Create Account section. However, if you choose to do so, you can create an account with paysimple.com for making future payments. Your account information and password would be stored and maintained by paysimple.com. This personal information is not shared with or made available to Portnoff Law Associates, Ltd. Creation of an account with paysimple.com is optional and not required.

Review the “Terms and Conditions” and click in the check box to indicate that you accept the terms and conditions for making the payment.

The screenshot shows a checked checkbox with the text 'I accept the terms and conditions'. Below the checkbox are two buttons: 'Submit Payment' and 'Cancel'. A blue arrow points from the text above to the checkbox, and another blue arrow points from the text above to the 'Submit Payment' button.

You can then submit your payment by clicking the **Submit Payment** button.

After clicking the **Submit Payment** button, there will be a pop-up that allows you to confirm payment. The pop-up contains the payment amount that you previously indicated. If you choose to complete the payment, click on the “**pay**” button.

The screenshot shows a pop-up window with the text 'Process payment for \$550.00?'. At the bottom of the pop-up are two buttons: 'cancel' and 'pay'. A blue arrow points from the text above to the 'pay' button.

After clicking on “pay”, a confirmation screen will appear, showing the “Payment Information” that was input, “Your Contact Information”, and the “Terms and Conditions” to which you agreed for making the payment.

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www.portnoffonline.com | Print

Submit ACH (electronic check) payment
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Payment Information

Confirmation #:	51209095
Payment Date:	June 08, 2018
Amount:	\$550.00
Payment Type:	ACH
Bank Name:	Wells Fargo Bank
Routing #:	031000011
Account #:	****6789
Confirm Email*	propertyowner@portnoffonline.com
PLA file number:	78-54321-0
Property Address*:	1234 My Street Municipality, PA
Tax Parcel/PIN:	A234E6789J
Additional Note with your payment:	

Your Contact Information

At the top of this confirmation is an option to Print the page. Click on the word Print if you need a printout.

If desired, you can also return to the main Portnoff Law Associates website by clicking on the URL at the top of the page.

A confirmation email will be sent to the email address that you submitted with your payment