



## Signing up for ACH payments through Paymerang

You will soon receive an emailed invitation to sign up with Paymerang to receive ACH (Direct Deposit) payments. "Your Employer" will actually display your business or school's name:



## Welcome to Paymerang!

You have been invited by Employer to join The Paymerang Network to receive payments via direct deposit (ACH). Please click the link below to complete our simple and secure enrollment process. Once enrolled, you can log back in at any time to update your account.

**[Click Here to Enroll](#)**

Chrome or Firefox are the recommended browsers for accessing the portal and third-party cookies must be enabled. If you have any questions or concerns, please contact us at [support@paymerang.com](mailto:support@paymerang.com).


### Paymerang

7401 Beaufont Springs Drive Ste 300


Richmond, VA 23225


<https://hub.paymerang.com/>

Selecting the “Click Here to Enroll” link will allow you to set up your user name and password. Please use Chrome or Firefox and make sure you have Third Party Cookies enabled. Your User name is your email address and we’ve pre-filled this for you. Simply set up an email that is at least 8 characters long and satisfies 3 of our 4 rules. These rules will gray out when satisfied and when 3 or more are included in your password, the Submit button becomes active.

 paymerang

## Create Your Paymerang Account

 Employee@work.com

Password  
●●●●●●●● 

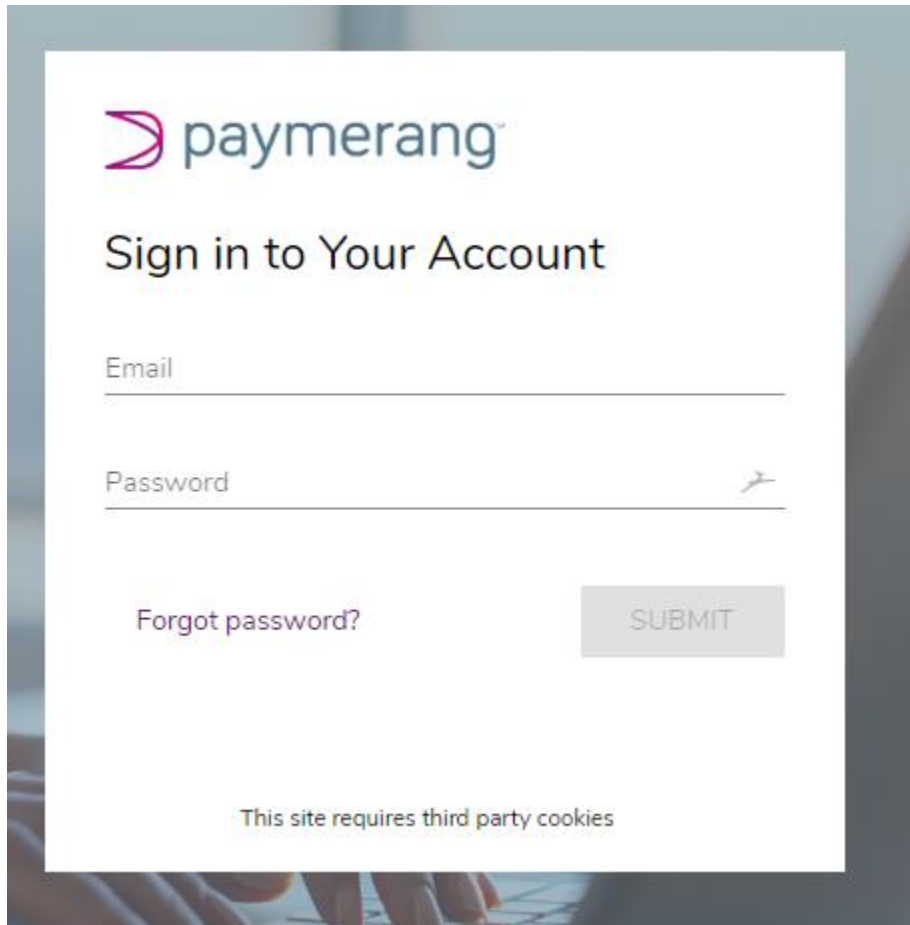
Confirm password  
●●●●●●●●


- Must be at least 8 characters in length
- And must satisfy 3 out of 4 of the following:
  - Lower case letters (a-z)
  - Upper case letters (A-Z)
  - Numbers (0-9)
  - Special characters (e.g. !@#\$%^&\*)

**SUBMIT**

[This site requires third party cookies](#)


This establishes your account in our system. Now please Sign In using the User Name and Password you just set up.

A screenshot of the paymerang sign-in page. The page has a white background with a dark grey border. At the top left is the paymerang logo, which consists of a stylized 'P' icon followed by the text 'paymerang'. Below the logo is the heading 'Sign in to Your Account'. There are two input fields: 'Email' and 'Password'. The 'Password' field has a small eye icon to its right. Below the input fields is a 'Forgot password?' link and a 'SUBMIT' button. At the bottom of the page, there is a small text notice: 'This site requires third party cookies'.

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## Sign in to Your Account

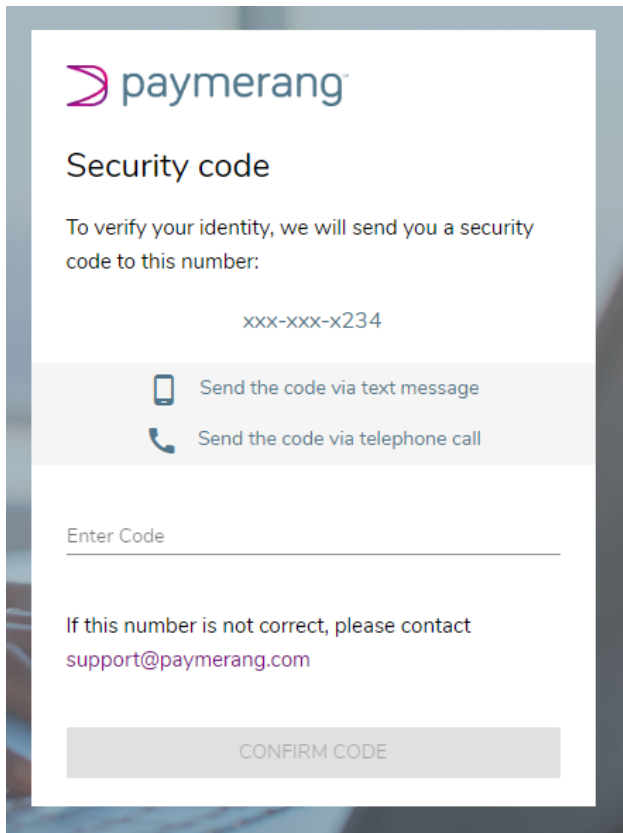
Email

Password  

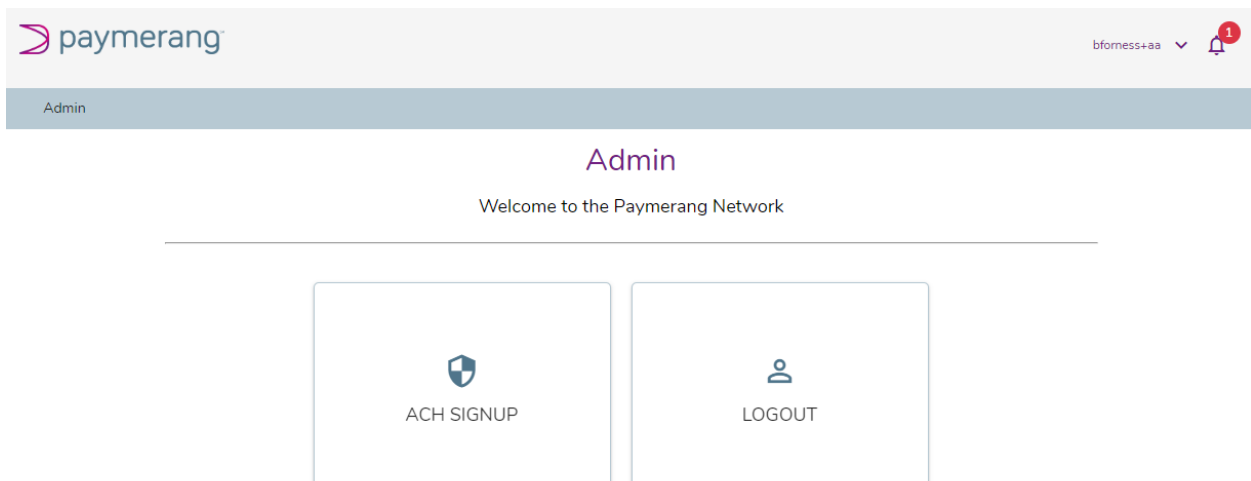
[Forgot password?](#)

This site requires third party cookies

To verify your identity, we ask you to also confirm a code you can request either by text or automated voice call:



This allows you access to our Vendor Hub. You can click ACH Signup to enter your banking information:




You'll need to enter your Routing number and Account number:

Employer ^

Enter ACH  Enter email

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The image shows a check with the following details: 'Pay To The Order Of', 'Date', '\$', 'Dollars', 'Memo', 'AUTHORIZED SIGNATURE', and MICR line '⑆ 123456789 ⑆ 012345678912 ⑆ 0012'. Brackets below the MICR line identify '123456789' as the Routing Number and '012345678912' as the Account Number.

### Enter ACH account information

Routing Number

Account Number

Verify Account Number

Your bank's name will auto-populate from the Routing Number entered:

### Enter ACH account information

Routing Number  
221376911

SPECIAL METALS FEDERAL CREDIT UNION  
Account Number  
123456789

Verify Account Number  
123456789

Specify the Account Category and Type and click Next:

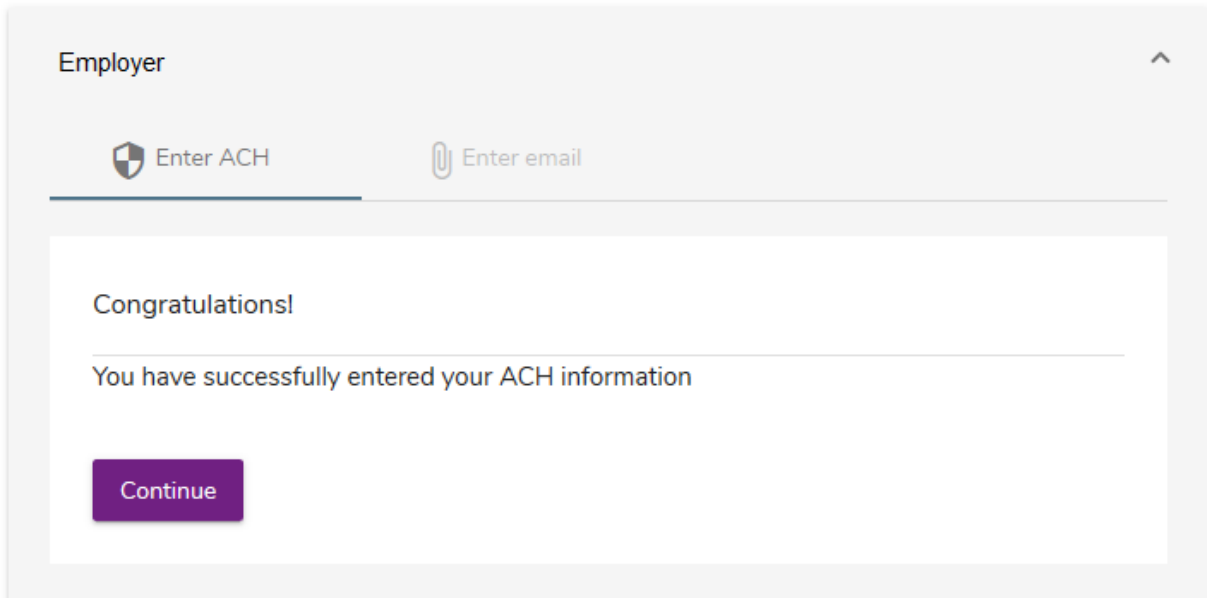
The screenshot shows a form titled "Employer" with two tabs: "Enter ACH" (selected) and "Enter email". Below the tabs, there are two columns of radio button options. The first column is labeled "Account Category" and contains "Savings" and "Checking". The second column is labeled "Account Type" and contains "Personal" and "Business". At the bottom right, there are two buttons: "Previous" (highlighted in purple) and "Next" (disabled).

And finally enter your name, title and an email address and the checkbox agreeing to our standard ACH agreement:

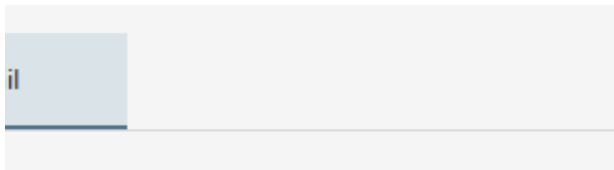
The screenshot shows the "Employer" form with the "Enter ACH" tab selected. The form is divided into two main sections. The left section is titled "ACH Credit Authorization" and contains a paragraph of text: "I authorize Paymerang, LLC, ("Paymerang") to issue credit entries to the bank account that I have designated on the Paymerang application website. I have also authorized my financial institution to post all such entries to my account. If an error has been made, I authorize debit entries to correct that error. I understand and agree that the credit and debit reversal entries authorized herein shall comply with National Automated Clearing House Association (NACHA) rules and all applicable state and federal laws. From time to time, Paymerang will be instructed to process a payment from a party (the "Payor") seeking to make a payment to me. I understand and acknowledge that Paymerang is acting solely on the". The right section contains a summary of the account information: "Routing: 221376911 - SPECIAL METALS FEDERAL CREDIT UNION", "Account: 123456789", "Category: Savings", and "Type: Business". Below this, there are three input fields labeled "Name", "Title", and "Email". At the bottom left, there is a checkbox and the text "By Checking this box, you agree to the terms and conditions". At the bottom right, there are two buttons: "Previous" (highlighted in purple) and "Submit" (disabled).


Finally, you'll receive this success message. If you'd like to enter additional email addresses to receive payment notifications, you can enter them at this point by clicking Continue. Otherwise you may exit the Vendor Hub.

To enter additional email addresses to receive notifications of payments, click Continue and then the Enter Email tab:



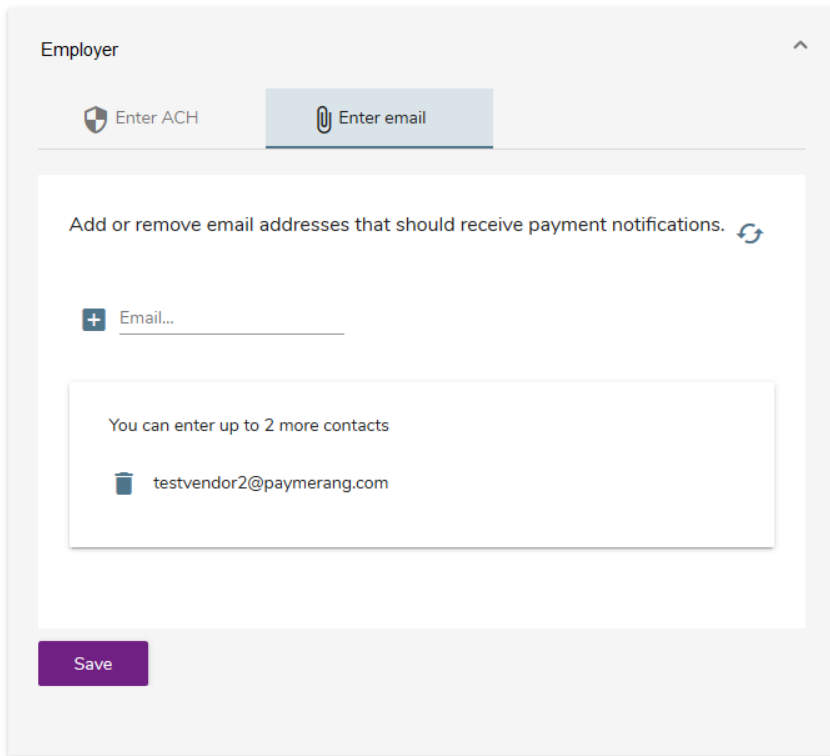
Clicking the refresh icon (two arrows in a circle):



ould receive payment notifications. 

This will show you what emails we currently have and allow you to enter additional if you wish. These email addresses will receive an email each time you receive a payment with information about that payment.

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The screenshot shows a web interface titled "Employer" with a header bar containing two tabs: "Enter ACH" (with a shield icon) and "Enter email" (with a paperclip icon). Below the tabs is a section titled "Add or remove email addresses that should receive payment notifications." with a refresh icon. There is a text input field with a plus icon and the placeholder "Email...". Below the input field is a message: "You can enter up to 2 more contacts". Underneath this message is a list of email addresses, currently showing "testvendor2@paymerang.com" with a trash icon to its left. At the bottom left of the form is a purple "Save" button.

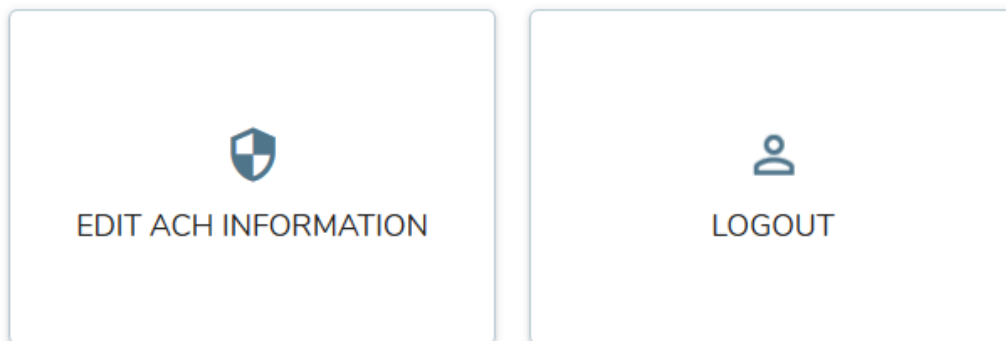
To exit the Vendor Hub, you may use the Admin menu at the top left and then choose the Log Out button.

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## Admin

Welcome to the Paymerang Network

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The Admin menu consists of two white rectangular buttons with rounded corners. The first button features a shield icon and the text "EDIT ACH INFORMATION". The second button features a person icon and the text "LOGOUT".