

Premium Processing – Pay by Automated Bank Draft/ACH – Quick Reference Guide

Pay by ACH

To make a payment using ACH:

1. Access **My Account – My Profile**.
2. Select the **Make a Payment** hyperlink.

Note: The Automated Bank Draft or ACH authorizes direct withdrawal from a bank account.

Payment Selection

Questions marked with * require an answer

How would you like to make your payment? *

Pay By Check (No additional fees)

Automated Bank Draft (No additional fees)

Credit Card (Additional fees apply*)

Debit Card (No additional fees)

* A 2.5% processing fee will be added to each individual's credit card transaction, and a 4% processing fee will be added to each business's credit card transaction, to cover credit card company charges.

Next

3. To authorize an Automated Bank Draft/ACH provide: First/Last Name, Bank Name, Routing/Account Number and Amount Due.

Pay with Automated Bank Draft

Questions marked with * require an answer

Enter your bank account information.

First Name * Last Name *

Major Tom

Bank Name *

Major Tom's Bank

Routing Number * (Where do I find this?) Re-Enter Routing Number *

056008849 056008849

Account Number * (Where do I find this?) Re-Enter Account Number *

12345678901234 12345678901234

Account Type * Amount Due

Checking \$ 395.26

Back Next

4. Click **Next** to continue.
5. After entering all required ACH information, The User Agreement screen displays. Read the agreement.

Sign Out Welcome, MajorTom My Account

User Agreement

Questions marked with * require an answer

Online payments will appear on your bank statement as "Vermont Health Connect." You may only pay the outstanding balance on your account.

By clicking the "Next" button, you certify that all beneficiaries including you, for whom you are paying, remain eligible for participation in the plan and program for which you are enrolled. Submission of payment does not guarantee coverage. All eligibility, payment, election and other requirements still apply.

I have read and agree to the terms outlined above *

6. Select the box located at the bottom of the screen to agree to the terms.
7. After the customer agrees to the **User Agreement**, the **Payment Details** screen displays with Account, Payment and Bank Information.
8. Click **Authorize** to process the ACH.

Sign Out Welcome, MajorTom My Account

Payment Details

Please review the information collected below and click authorize button when you are finished. Your payment will be posted to your account within 48 hours of processing.

Account Information:

Account Owner: MAJOR THOM
Address: 123 BLUE MARBLE BURLINGTON VT 05494

Payment Information:

Payment Amount: \$395.26

Bank Information:

Bank Name: Major Tom's Bank
Routing Number: *****8849
Account Number: *****
Account Type: Checking

Back Authorize

9. A message appears when the ACH transaction has successfully processed. Clicking on the green next button will direct the customer to their My Account home page.

Sign Out Welcome, MajorTom My Account

Congratulations, your automated bank draft has been successfully processed.

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