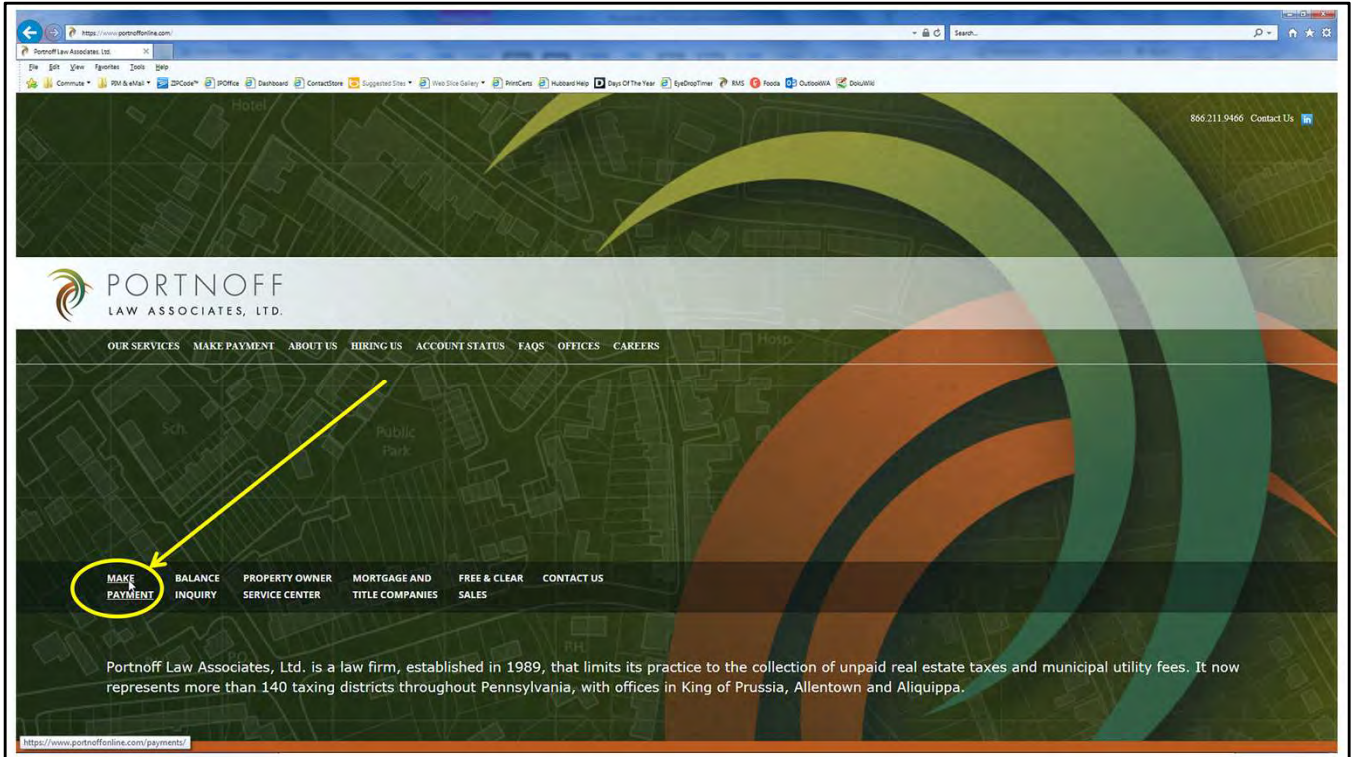


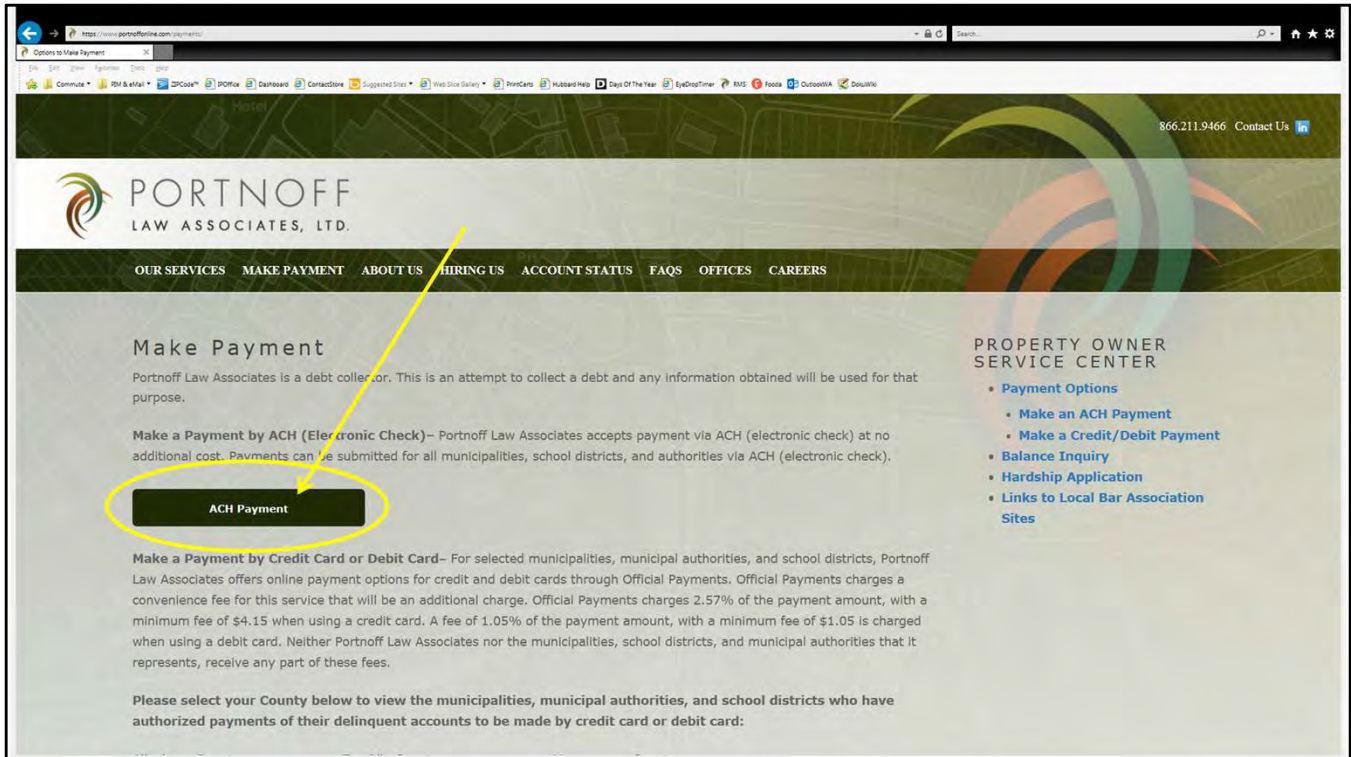
# A Brief Guide to Online ACH (Electronic Check) Payments

through [PortnoffOnline.com](http://PortnoffOnline.com)

This presentation is a guide to making online ACH Payments , or Electronic Check Payments, from the website of Portnoff Law Associates – [PortnoffOnline.com](http://PortnoffOnline.com).

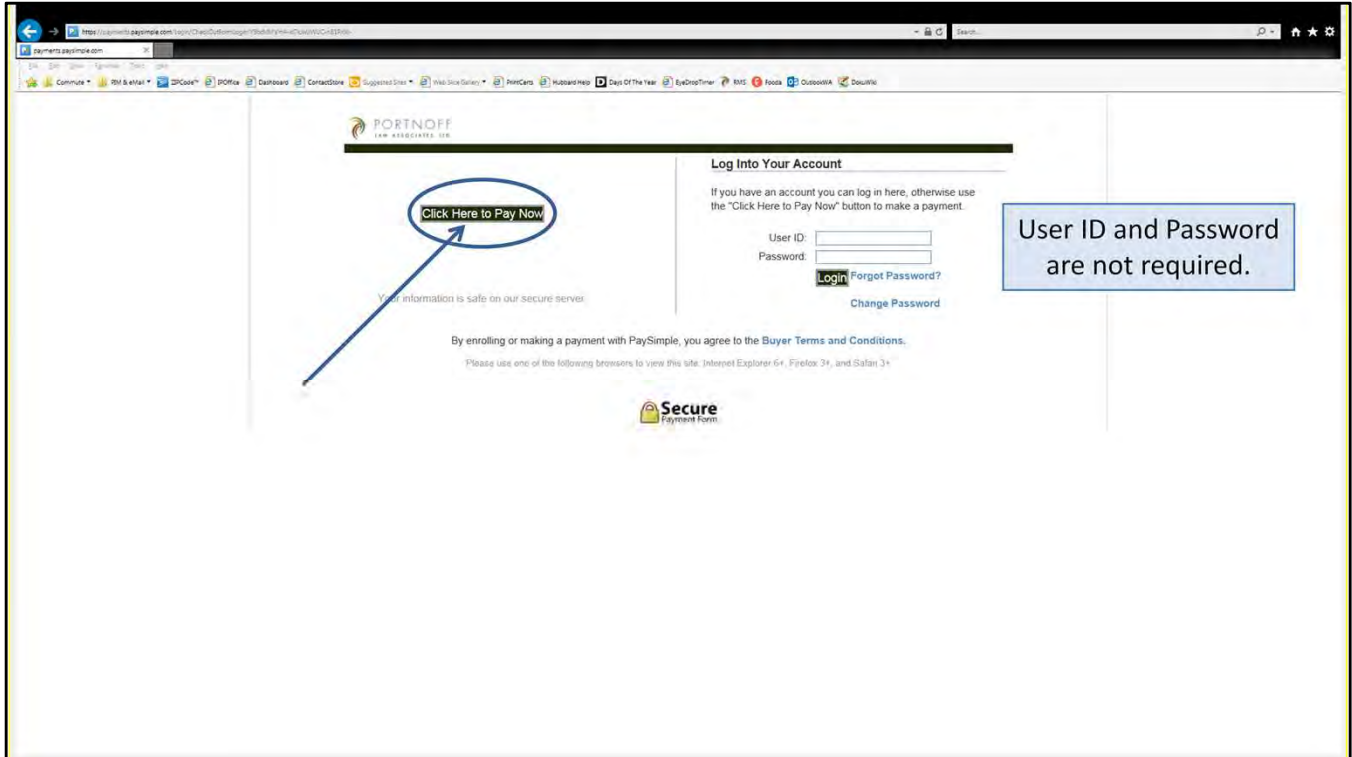


Beginning from the Portnoff Law Associates Home Page, click on “Make Payment”. This will take you to the Make Payment Screen.



To make an ACH (Electronic Check) payment you'll need to click on the ACH Payment button near the top of the screen. This will take you to our payment site.

NOTE: If at any point you find the text to be too small, you can press the "Ctrl" key with the "+" key to make the text and screen larger.



Our payment site is provided securely through paysimple.com.

User ID and Password will not be 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.

used for that purpose.\*\*\*

**Order Information**

Company name:  Customer ID: New

First name\*:  Last name\*:

Phone:  Alt phone:

Email:  Alt email:

Confirm Email\*:

PLA file number:

Property Address\*:

Tax Parcel/PIN:

Additional Note with your payment:

**Payment Information**

Payment amount:

Recur:

Payment date:

**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

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

Please note that "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 and move on to...

used for that purpose.\*\*\*

**Order Information**

Company name:

Customer ID:

First name\*:  Last name\*:

Phone:    Alt phone:

Email:  Alt email:

Confirm Email\*:

PLA line number:

Property Address\*:

Tax Parcel/PIN:

Additional Note with your payment:

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**Payment Information**

Payment amount:

Recur:

Payment date:

**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

Fill in each of the personal identification fields indicated above 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 and email receipt for your transaction.



used for that purpose.\*\*\*

Your file number is located on any correspondence from Portnoff Law Associates and looks like this: 99-99999-0

**Order Information**

Company name:	<input type="text"/>	Customer ID:	New
First name*:	Blair	Last name*:	Doe
Phone:	484 555 1212	Alt phone:	<input type="text"/>
Email:	lyowner@portnoffonline.com	Alt email:	<input type="text"/>
Confirm Email*:	lyowner@portnoffonline.com		
PLA file number:	76-54321-0		
Property Address*:	<input type="text"/>		
Tax Parcel/PIN:	<input type="text"/>		
Additional Note with your payment:	<input type="text"/>		

**Payment Information**


Payment amount:

Recur:

Payment date:

**Choose Payment Type:**

**Echeck (ACH) accounts (optional)**

Bank name*:	<input type="text"/>	 <p>routing number    account number</p>
Bank routing number ( ? / ABA )*:	<input type="text"/>	
Bank account number ( ? / DDA )*:	<input type="text"/>	
Account type*:	<input type="text" value="Checking"/>	
Set as default account:	<input type="checkbox"/>	

Type your "PLA file number", which 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.

used for that purpose.\*\*\*

**Order Information**

Company name:

Customer ID: New

First name\*: Blair

Last name\*: Doe

Phone: 484 555 1212

Alt phone:

Email: tyowner@portnoffonline.com

Alt email:

Confirm Email\*: tyowner@portnoffonline.com

PLA file number: 76-54321-0

**Property Address\***  1234 My Street  
 Municipality, PA

Tax Parcel/FIN:

Additional Note with your payment:

**Payment Information**

Payment amount: \$0.00

Recur: One-time payment

Payment date: Jun 08, 2018 (Today)

**Choose Payment Type:**

**Echeck (ACH) accounts (optional)**


Bank name\*:

Bank routing number ( ? ABA ):

Bank account number ( ? DDA ):

Account type\*:  Checking

Set as default account:



routing number      account number

Type the property address here. This is the address for the property for 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 start a new line.



used for that purpose.\*\*\*

**Order Information**

Company name:

Customer ID: New

First name\*: Blair

Last name\*: Doe

Phone: 484 555 1212

Alt phone:

Email: tyowner@portnoffonline.com

Alt email:

Confirm Email\*: tyowner@portnoffonline.com

PLA file number: 76-54321-0

Property Address\*: 1234 My Street  
Municipality, PA

**Tax Parcel/PIN** → A234E6789J

Additional Note with your payment:

**Payment Information**

Payment amount: \$0.00

Recur: One-time payment

Payment date: Jun 08, 2018 (Today)

**Choose Payment Type:**

**Echeck (ACH) accounts (optional)**


Bank name\*:

Bank routing number ( ? ABA ):

Bank account number ( ? DDA ):

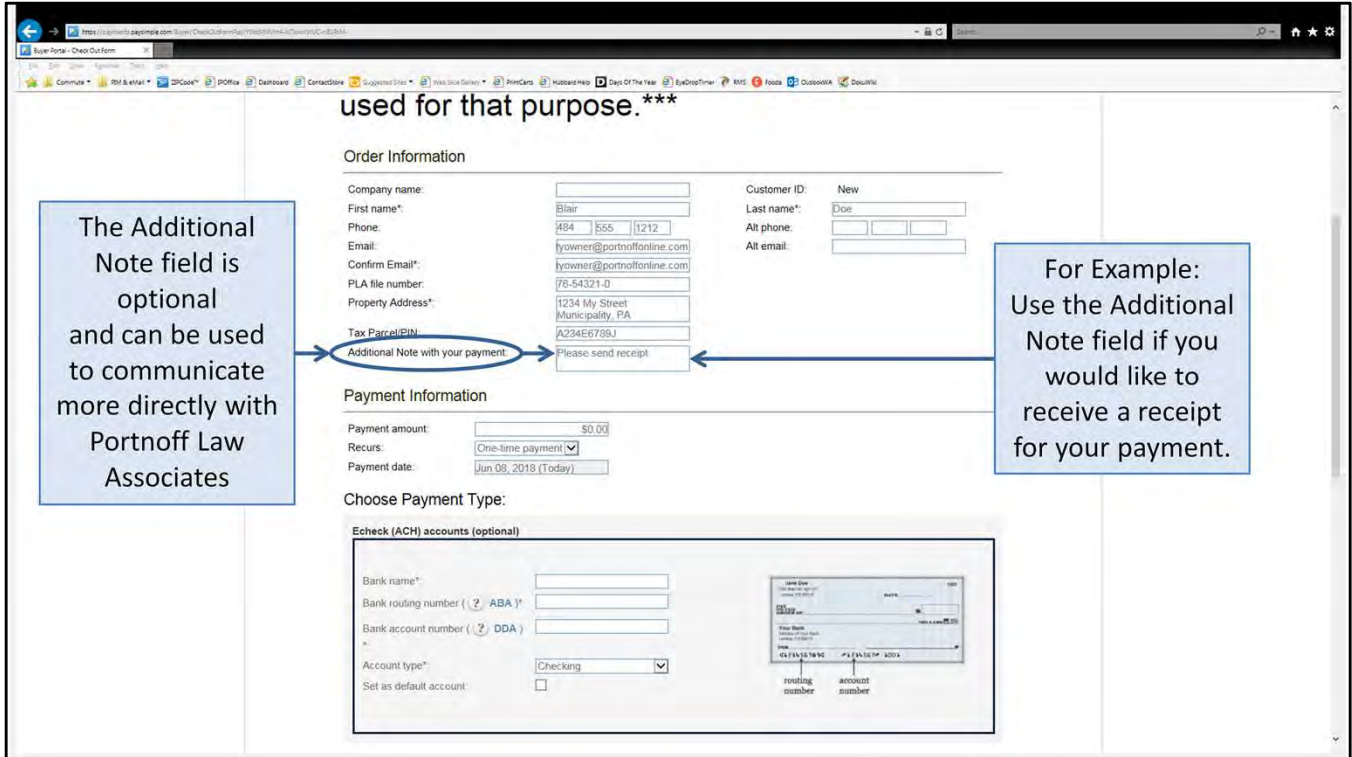
Account type\*: Checking

Set as default account:



The diagram shows a box representing a check with fields for routing number and account number. Arrows point from the text 'routing number' and 'account number' below to the corresponding fields in the check image.

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.



The Additional Note field is optional and can be used to communicate more directly with Portnoff Law Associates.

For example, if you'd like a receipt, you can let us know in the Additional Note field.

used for that purpose.\*\*\*

**Order Information**

Company name:

Customer ID: New

First name\*: Blair

Last name\*: Doe

Phone: 484 555 1212

Alt phone:

Email: lyowner@portnoffonline.com

Alt email:

Confirm Email\*: lyowner@portnoffonline.com

PLA file number: 76-54321-0

Property Address\*: 1234 My Street  
Municipality, PA

Tax Parcel/PIN: A234E6789J

Additional Note with your payment:

**Payment Information**

Payment amount: \$0.00

Recur: One-time payment

Payment date: Jun 08, 2018 (Today)

**Choose Payment Type:**

**Echeck (ACH) accounts (optional)**


Bank name\*:

Bank routing number ( ? / ABA ):

Bank account number ( ? / DDA ):

Account type\*: Checking

Set as default account:



routing number      account number

**These fields are not used. Please leave them blank**

The Alt phone and Alt email fields are not used and should be left blank.

used for that purpose.\*\*\*

**Order Information**

Company name:  Customer ID: New

First name\*: Blair Last name\*: Doe

Phone: 484 555 1212 Alt phone:

Email: propertyowner@portnoffortin Alt email:

Confirm Email\*: propertyowner@portnoffortin

PLA file number: 76-54321-0

Property Address\*: 1234 My Street  
Municipality, PA

Tax Parcel/PIN: A234E6789J

Additional Note with your payment:

**Payment Information**

Payment amount:  "Rekurs" & "Payment Date" are preset and cannot be changed

Rekurs: One-time payment

Payment date: Jun 08, 2018 (Today)

**Choose Payment Type:**

**Echeck (ACH) accounts (optional)**

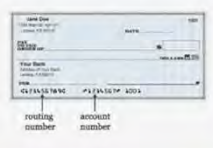
Bank name\*:

Bank routing number ( ? ABA ):

Bank account number ( ? DDA ):

Account type\*:

Set as default account:



You are now ready to input your payment information, beginning with the Payment amount. Please update this field with the payment amount that you want to be made from your bank account.

The payment recurrence is preset as a one time payment using today's date.

used for that purpose.\*\*\*

**Order Information**

Company name:   
First name\*:   
Phone:     
Email:   
Confirm Email\*:   
PLA file number:   
Property Address\*:   
  
Tax Parcel/PIN:   
Additional Note with your payment:


Customer ID:   
Last name\*:   
Alt phone:   
Alt email:


**Payment Information**

Payment amount:   
Recurs:   
Payment date:

**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

...the "Bank name" field where you'll type the name of the Bank who manages the account from which the payment will be be.

used for that purpose.\*\*\*

**Order Information**

Company name:	<input type="text"/>	Customer ID:	New
First name*:	Blair	Last name*:	Doe
Phone:	484 555 1212	Alt phone:	<input type="text"/>
Email:	propertyowner@portnoffortinr	Alt email:	<input type="text"/>
Confirm Email*:	propertyowner@portnoffortinr		
PLA file number:	76-54321-0		
Property Address*:	1234 My Street Municipality, PA		
Tax Parcel/PIN:	A234E6789J		
Additional Note with your payment:	<input type="text"/>		

**Payment Information**

Payment amount:


Recur:

Payment date:

**Choose Payment Type:**

**Echeck (ACH) accounts (optional)**

Bank name*	<input type="text" value="Wells Fargo Bank"/>
Bank routing number ( ? ABA )*	<input type="text"/>
Bank account number ( ? DDA )*	<input type="text"/>
Account type*	<input type="text" value="Checking"/>
Set as default account:	<input type="checkbox"/>



routing number      account number

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



used for that purpose.\*\*\*

**Order Information**

Company name:

Customer ID: New

First name\*: Blair

Last name\*: Doe

Phone: 484 555 1212

Alt phone:

Email: propertyowner@portnoffortin

Alt email:

Confirm Email\*: propertyowner@portnoffortin

PLA file number: 78-54321-0

Property Address\*: 1234 My Street  
Municipality, PA

Tax Parcel/PIN: A234E6789J

Additional Note with your payment:

**Payment Information**

Payment amount: \$550.00

Recur: One-time payment

Payment date: Jun 08, 2018 (Today)

**Choose Payment Type:**

**Echeck (ACH) accounts (optional)**

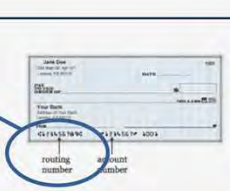
Bank name\*: Wells Fargo Bank

Bank routing number (ABA)\*: 031000011

Bank account number (DDA)\*:

Account type\*: Checking

Set as default account:



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.

used for that purpose.\*\*\*

**Order Information**

Company name:

First name\*:

Phone:

Email:

Confirm Email\*:

PLA file number:

Property Address\*:

Tax Parcel/PIN:

Additional Note with your payment:

Customer ID:

Last name\*:

Alt phone:

Alt email:

**Payment Information**

Payment amount:

Recurs:

Payment date:

**Choose Payment Type:**

**Echeck (ACH) accounts (optional)**


Bank name\*:

Bank routing number ( ? ABA )\*:

Bank account number ( ? DDA )\*:

Account type\*:

Set as default account:



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

used for that purpose.\*\*\*

**Order Information**

Company name:

First name\*:

Phone:

Email:

Confirm Email\*:

PLA file number:

Property Address\*:

Tax Parcel/PIN:

Additional Note with your payment:

Customer ID:

Last name\*:

Alt phone:

Alt email:

**Payment Information**

Payment amount:

Recurs:

Payment date:

**Choose Payment Type:**

**Echeck (ACH) accounts (optional)**


Bank name\*:

Bank routing number ( ? ABA ):

Bank account number ( ? DDA ):

Account type\*:

Set as default account:



...the type of bank account you'll be using to make the payment. The system assumes that your payment will come from a checking account.

used for that purpose.\*\*\*

**Order Information**

Company name:

Customer ID: New

First name\*: Blair

Last name\*: Doe

Phone: 484 555 1212

Alt phone:

Email: propertyowner@portnoffortin

Alt email:

Confirm Email\*: propertyowner@portnoffortin

PLA file number: 78-54321-0

Property Address\*: 1234 My Street   
Municipality: PA

Tax Parcel/PIN: A234E6789J

Additional Note with your payment:

**Payment Information**

Payment amount: \$550.00

Recur: One-time payment

Payment date: Jun 08, 2018 (Today)

**Choose Payment Type:**

**Echeck (ACH) accounts (optional)**


Bank name\*: Wells Fargo Bank

Bank routing number ( ? ABA ): 031000011

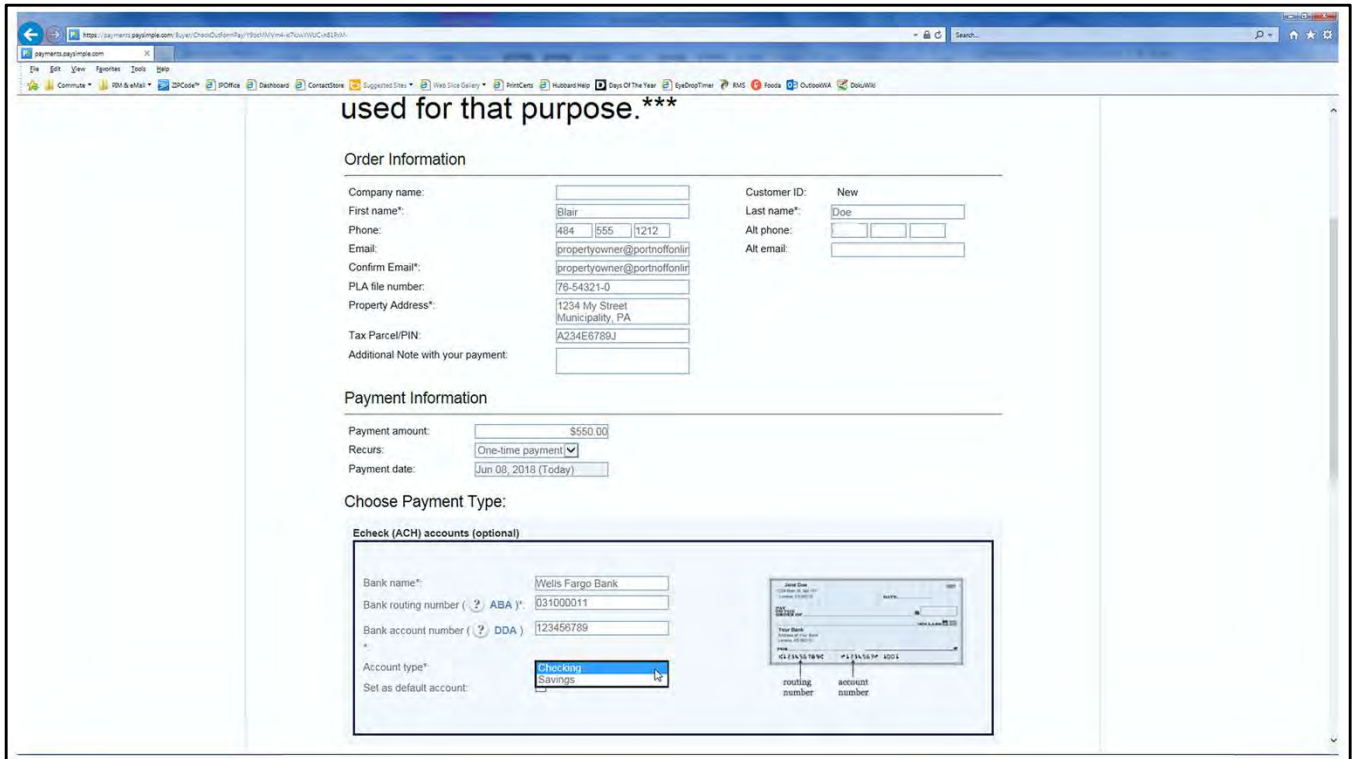
Bank account number ( ? DDA ): 123456789

Account type\*:  Checking  Savings

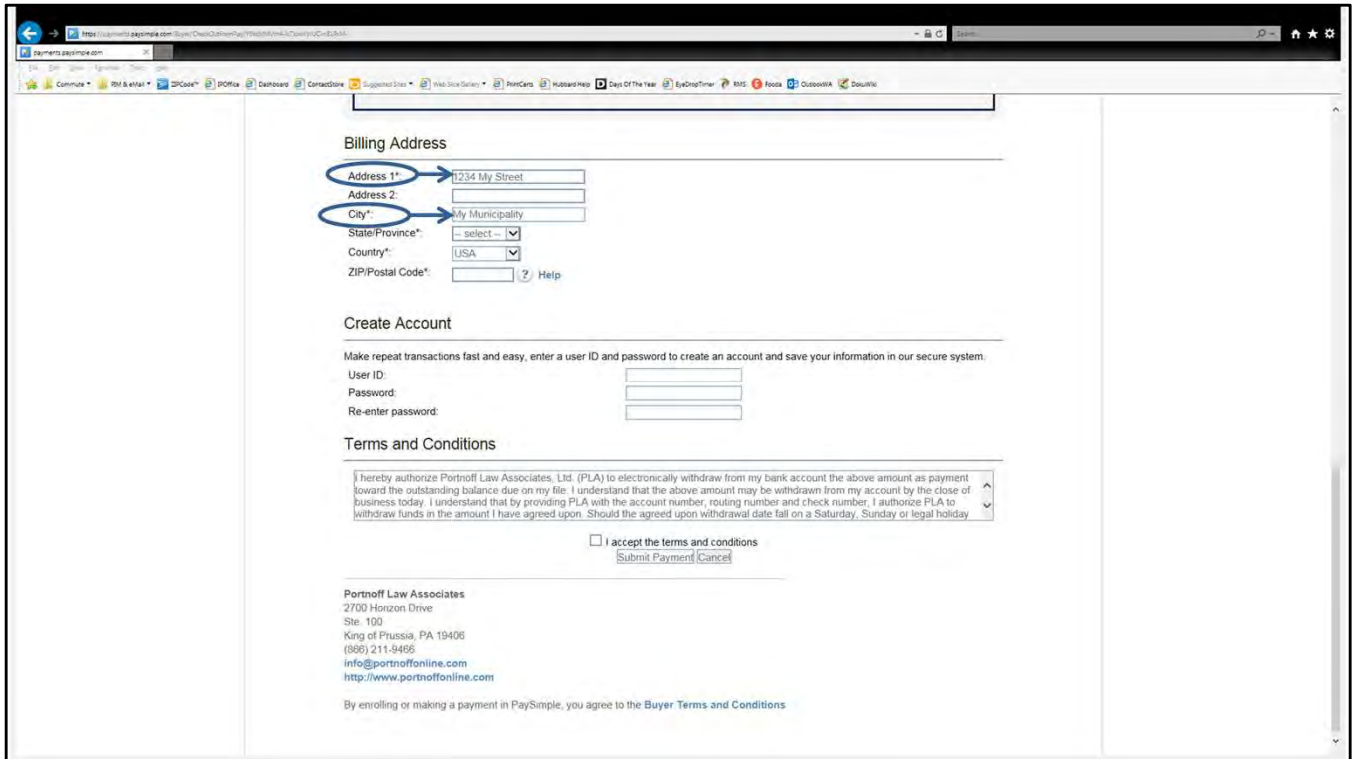
Set as default account:



Verify the type of bank account you'll be using to make the payment. The system assumes that your payment will come from a checking account. If you'll be using a savings account, click on the circled button that the arrow is pointing to. This will give you the option to change the setting to Savings.

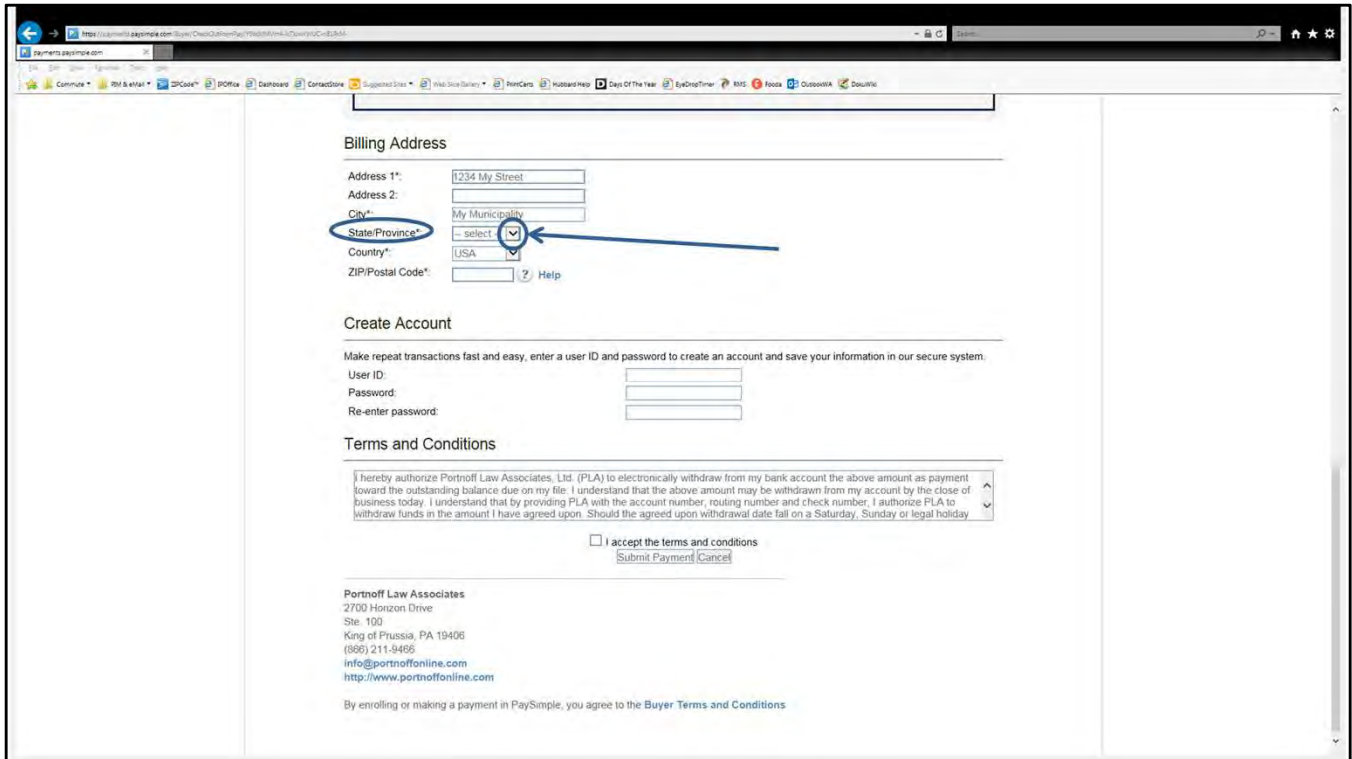


A view of the option to change the Account type to Savings.

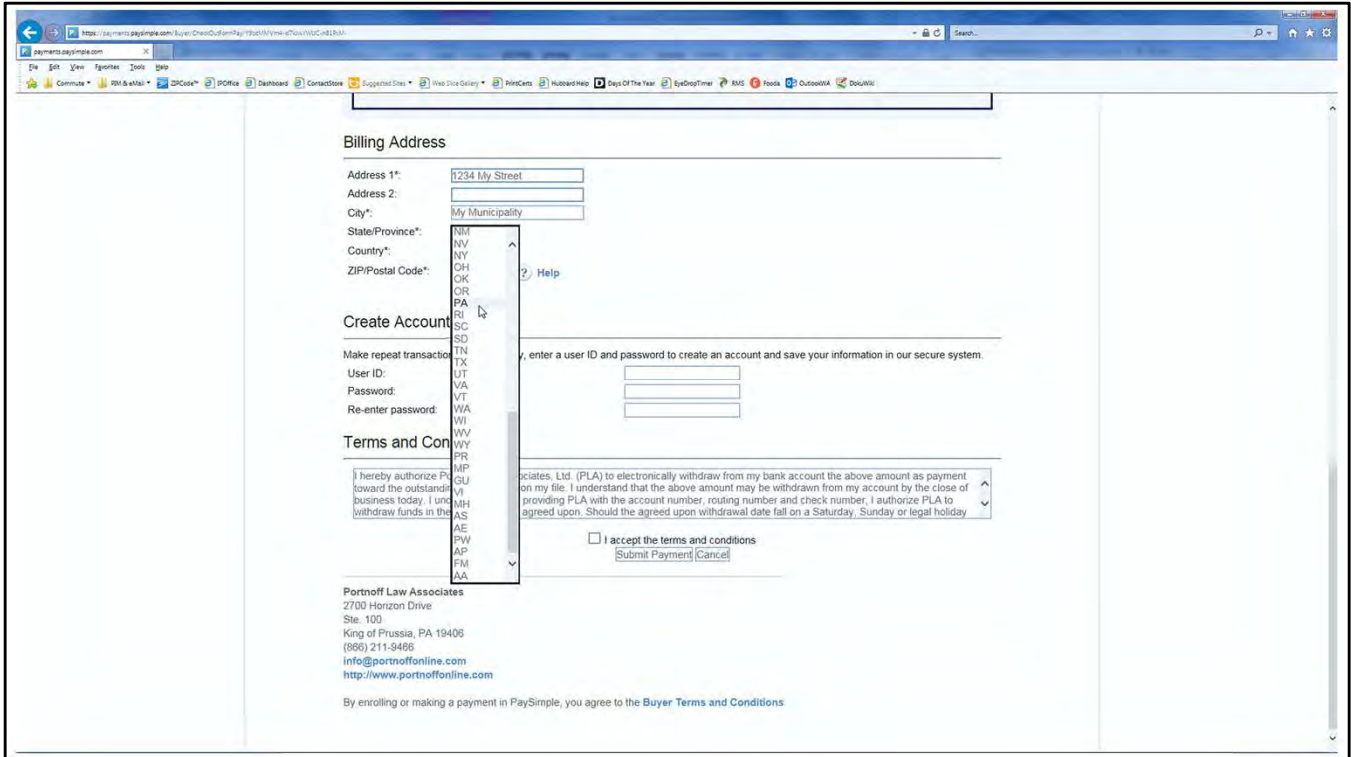


You'll need to input the address that is associated with the bank account from which the payment will be made. Fill in the fields beginning with the first line of the address. Address 2 is optional. Fill in the city.

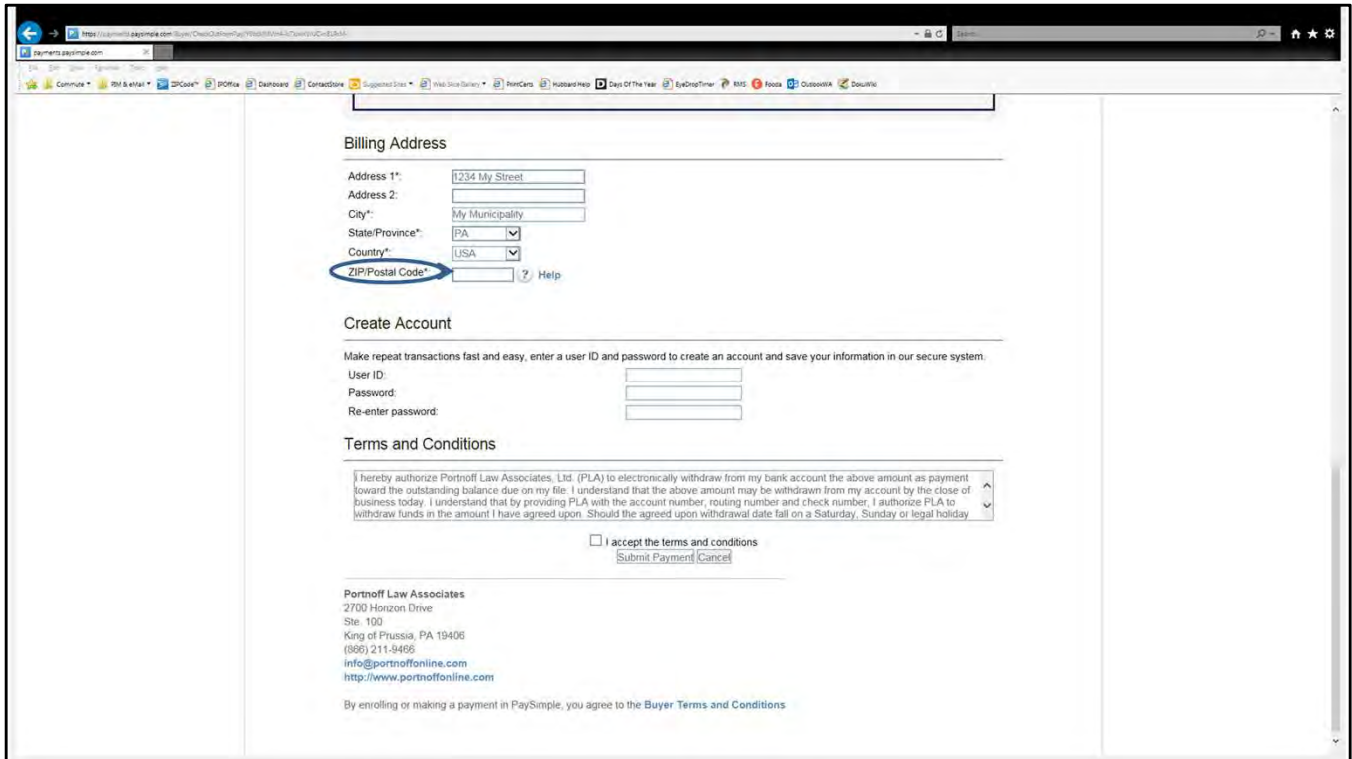




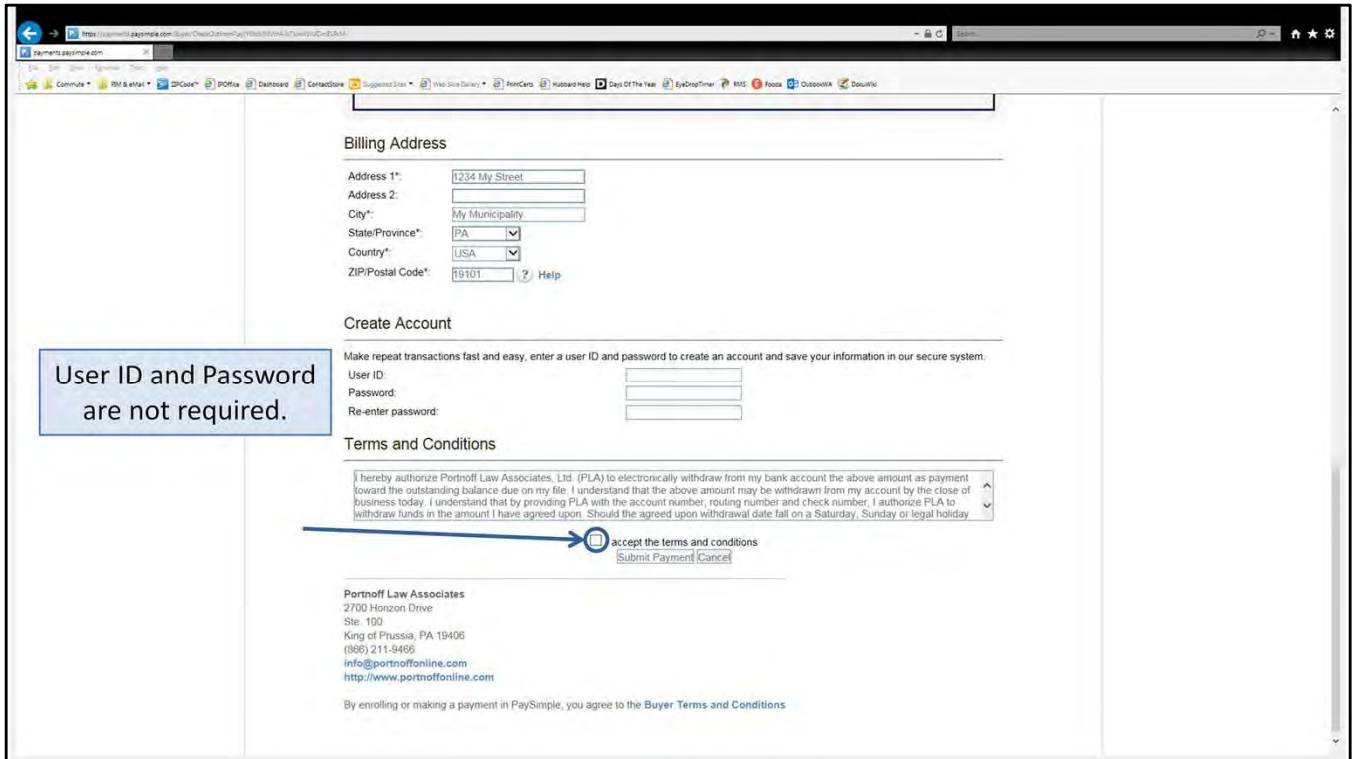
Click on the circled button to which the arrow is pointing to select the state.



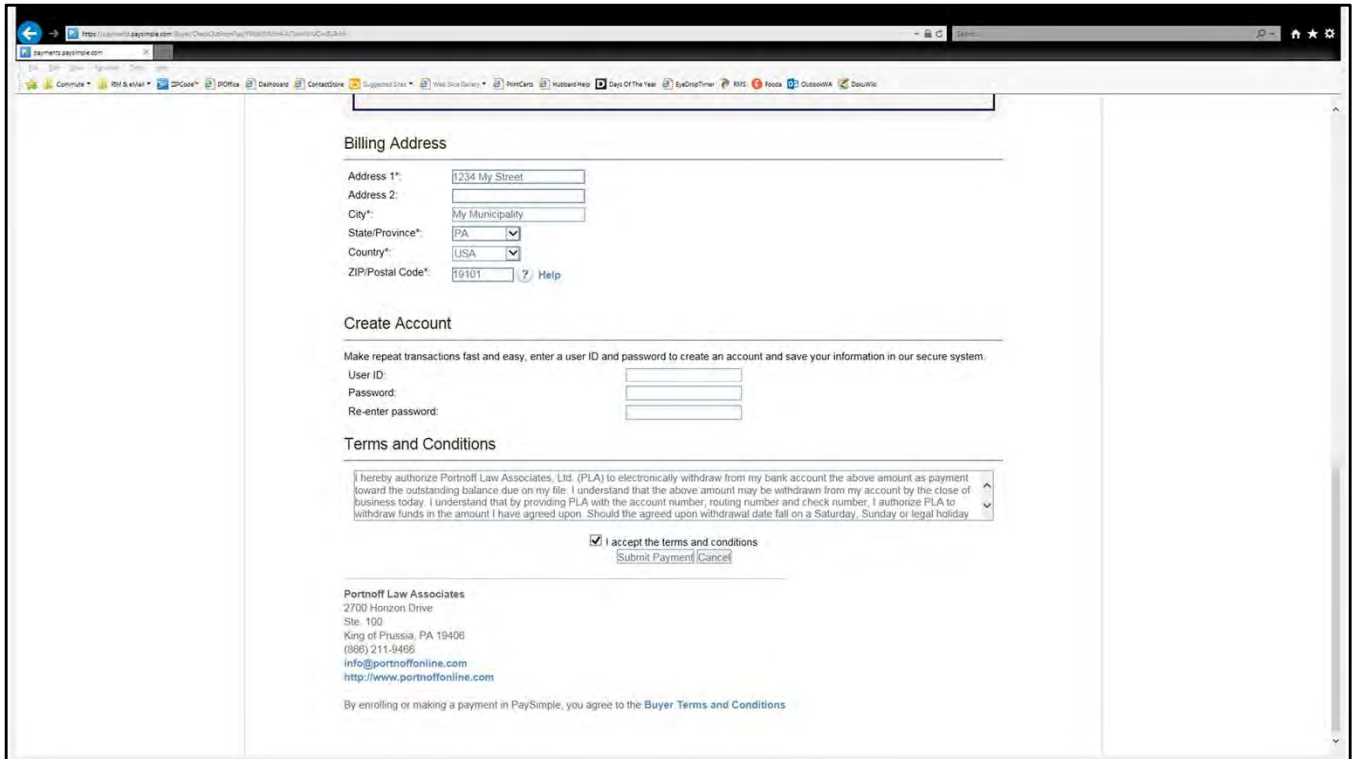
Choose the state from the drop down list.



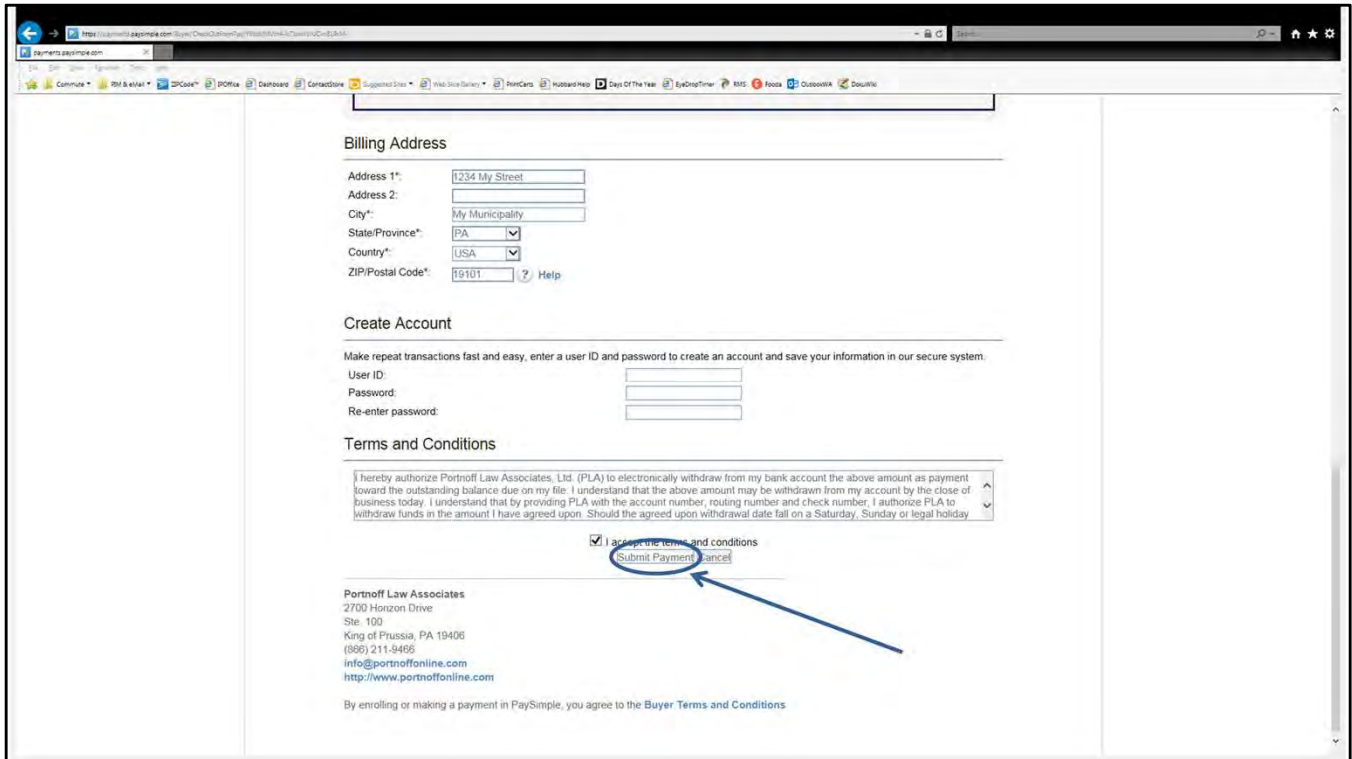
Move to the ZIP/Postal Code field to type your ZIP/Postal Code.



At this point, it is not necessary to create an account, so you can skip the Create Account fields and review the “Terms and Conditions” and click in the check off box to indicate that you accept the terms and conditions for making the payment.

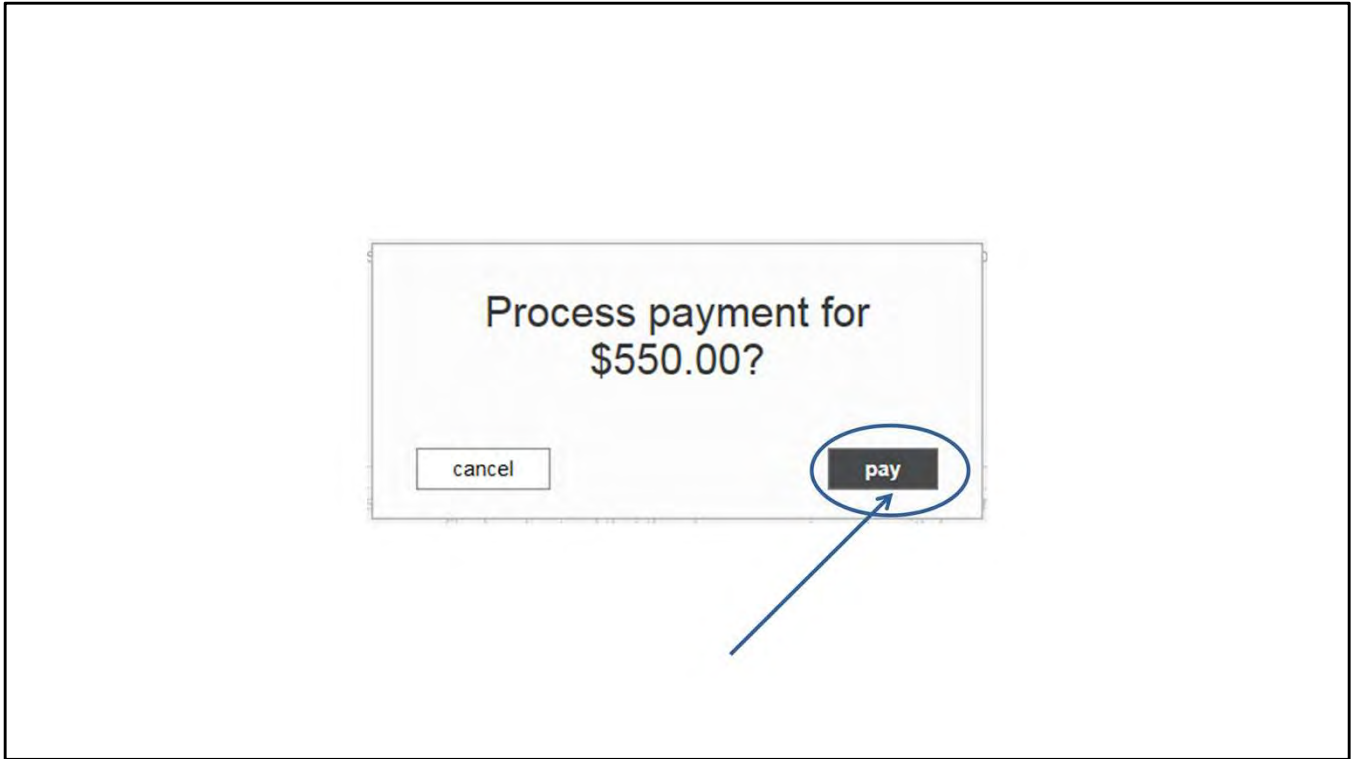


If you choose to do so, you can create an account with paysimple.com for making future payments. Your account information and password would be stored and maintained by paysimple.com. This personal information is not shared with or made available to Portnoff Law Associates, Ltd. Creation of an account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



You are now ready to Submit you payment by clicking the Submit Payment button. After clicking the button, there will be a pop-up that allows you to confirm payment.





The pop-up contains that payment amount that you'd previously indicated and an opportunity to complete payment or cancel the transaction. If you choose to complete payment click on the "pay" button.



Subject: Thank You for Your Payment (Transaction ID #51209095) for the amount of \$550.00

=====  
Web Authorization Payment Receipt  
=====

Blair Doe:

We are confirming that per your web authorization we have debited your bank account as follows:

Payment To: Portnoff Law Associates (PLA)  
Date: 06/08/2018  
Customer ID: 17830535  
Transaction ID: 51209095  
Amount: \$550.00  
Account: Wells Fargo Bank, ending in 6789  
Description:  
PLA File Number: 76-54321-0  
Property Address: 1234 My Street  
Municipality, PA  
Tax Parcel/PIN: A234E6789J  
Note with Payment:

We have your billing address on file as:

Blair Doe  
1234 My Street  
My Municipality, PA 19101  
[propertyowner@portnoffonline.com](mailto:propertyowner@portnoffonline.com)

Pending successful completion of this debit from your bank account, this amount indicated will be posted to accounts managed by Portnoff Law Associates based on the information provided.

Note that because this is an electronic transaction, these funds may be withdrawn from your account as soon as the above noted transaction date.

If you believe any of the above information is incorrect, please contact Portnoff Law Associates at:

Portnoff Law Associates, Ltd.  
2700 Horizon Drive, Suite 100  
King of Prussia, PA 19406  
(866)211-9466  
[ACHTransactions@portnoffonline.com](mailto:ACHTransactions@portnoffonline.com)  
[www.portnoffonline.com](http://www.portnoffonline.com)

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

Thank your for viewing  
the Brief Guide to Online  
ACH (Electronic Check)  
Payments

at [PortnoffOnline.com](http://PortnoffOnline.com)