## **ACH Payment Instructions**

Click on the Smart Pay link: https://smartpay.profitstars.com/express/KHEOPS

If this is your first time using our ACH Platform

Please select the <u>PAY NOW</u> option at the top

|                  | PAY NOW                      |
|------------------|------------------------------|
| Returning Users: | Enter User Name              |
|                  | Enter Password               |
|                  | Forgot username or password? |
|                  |                              |
|                  | Create Account               |

You can Save your Payment information by marking the checkbox at the bottom of the page

| Or simply leave it blank if | you only wish to ma | ake a one-time payment. |
|-----------------------------|---------------------|-------------------------|
|-----------------------------|---------------------|-------------------------|

| Email Address:         | someone@example.com                   |  |  |
|------------------------|---------------------------------------|--|--|
| Confirm Email Address: | someone@example.com                   |  |  |
|                        | Register and Save Payment Information |  |  |
|                        | CANCEL CONTINUE                       |  |  |

If you choose to Register, you will be asked to create a security question. Once you've filled out all the required information, click <u>CONTINUE</u> to confirm your transaction.

Once your payment has been processed, you will receive an email from <u>TPSSupport@bangor.com</u> with a link to create a password.

The next time you wish to make an ACH payment, all you will need to do is enter your username (email address) and the password that you created into the Returning Users section and then send your payment at your convenience.