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## HOW TO BECOME A RETURNING USER

- From the business payment portal click on **Create Account**
- On the user registration page complete the required fields (outlined in red)
- Click on **Register**
- A confirmation message will appear
- You will receive an email from EPSCustomerSupport@JackHenry.com with a temporary password

**Returning Users:**

[Forgot username or password?](#)

[Create Account](#)

**Returning Users:**

[Forgot username or password?](#)

**Current Password:**

**New Password:**

**Confirm Password:**

**Username:**

**First Name:**

**Last Name:**

**Secret Question:**

**Secret Answer:**

**Confirm Secret Answer:**

- Type in the username with the temporary password
- Click **Login**
- You will be prompted to change the password  
Password requirements:
  - At least 8 characters long
  - Contains upper and lower case characters
  - At least one symbol, and it cannot contain your username
- Click Reset
- You will receive another confirmation message stating **Your password has been reset. Please login with your new password.**
- Click OK
- Enter the username and the password you created
- Click Login
- Add your preferred payment information to your profile before submitting a payment.

Welcome, Alpine Bank [Logout](#)

**Scheduled Transactions**

Next Payment Date	Amount	Location
No records found		

**Transaction History**

Transaction	Amount	Payment Type	Status	Location	Description
No records found					



## CREATE A RECURRING PAYMENT – for Returning Users only

MAKE A PAYMENT    EDIT PAYMENT OPTIONS    EDIT PROFILE

- Once logged into your Returning User profile, click on **Make A Payment**
- Complete the required fields. Choose the Account you wish to pay from in the dropdown.  
**Note:** If your account is not saved under your profile, click on **Add Payment Option**. Fill in the required fields, then click **Add Payment**.
- Select the Payment Date.
- Click on the dropdown, **Click here if you would like to make this a recurring payment**.

Pay/Donate this amount: Required

Make Payment/Donation to: -- Select --  Remember this selection

Pay From Account: -- Select -- **ADD PAYMENT OPTION**

Payment Date: 4/4/2018

Click here if you would like to make this a recurring payment

CANCEL CONTINUE

**+ Add Payment Option**

Same as profile

Payment Type: Savings/Checking ...

Account Type: Checking

Name On Account:

Routing Number:

Account Number:

Account Nick Name:

Address:

City:

State/Region: -- Select --

Zip:

Country: USA

RESET ADD PAYMENT

Click here if you would like to make this a recurring payment

Frequency: Once a Month

Payment Day: Last Day

Start Date: 4/30/2018

# Of Payments: 12

Next Payment Date: 4/30/2018

Infinite Payment:

Include a Single Payment Now:

Please click continue, you will be able to review your payment before submitting.

CANCEL CONTINUE

- Select the Frequency of the payment (i.e. Once a Month, or Once a Year)
- Payment Date: Select the day of the month to submit the payment(s)
- Start Date: Select the date you wish to start the recurring payment(s)
- Check Boxes:
  - Infinite Payment: choosing this option is not recommended
  - Include a Single Payment Now: selecting this check box will process a single payment, and will schedule a recurring payment. If you only want to set up recurring payments, uncheck the box for **Include a Single Payment Now**.
- Click **Continue**.
- After reviewing the Authorization Agreement, click **Agree and Submit**, or click **Cancel** to cancel the payment the payment
- You will receive a Transaction Receipt and a copy of the Authorization Agreement
- Save** or **Print** the Receipt
- Click **Close**

Amount: \$0.01

Make Payment/Donation to: Location 1

From Account: Checking: XXXXXX2345

**Authorization Agreement:**

I, Alpine Bank Test, authorize Alpine Bank-Non Live Demo Account to electronically debit my account for the amount indicated above.

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of Alpine Bank-Non Live Demo Account to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at 870-284-2787.

CANCEL AGREE AND SUBMIT

**Transaction Receipt**

Amount: \$0.01

Make Payment/Donation to: Location 1

Account #: Checking: XXXXXX2345

Transaction Date: 4/18/2018

**Authorization Agreement:**

I, Alpine Bank Test, authorize Alpine Bank-Non Live Demo Account to electronically debit my account for the amount indicated above.

I agree to have sufficient funds in my account for the transaction above, and understand that my financial institution may assess fees if there are insufficient funds in my account. I acknowledge that it will not be the responsibility of Alpine Bank-Non Live Demo Account to pay any transaction fees that may be assessed by my financial institution.

In the case of a returned transaction, I authorize the resubmission of the entry and, as applicable, an additional debit of the above account up to the state maximum return fee amount.

My entry of the information above and the acceptance of this agreement shall be my signature to execute this transaction.

The acceptance of this agreement may be revoked, prior to the processing of this transaction, by contacting us at 870-284-2787.

CLOSE SAVE ACCOUNT LOAD ACCOUNT



EDIT RECURRING PAYMENTS

1. Log into the payment portal using your username and password.
2. Click on the pencil under the edit section next to your scheduled payment (pictured below)
3. On the dropdown screen you may edit the Amount, Frequency, # Of Payments, Payment Date, and Account.
4. Once you've made your changes, click **Submit**  
**Note:** You may **Delete** the recurring payment by checking the box **Delete Payment**, then click **Submit** to disable the recurring payment, uncheck the **Enabled** box, then click **Submit**

Scheduled Transactions			
Next Payment Date	Amount	Location	
In 4 Days	\$0.01	Location 1	Enabled
Next Payment Date	Amount	Location	
	\$0.01	Location 1	Disabled

  

<b>Amount:</b>	<input type="text" value="\$0.01"/>	<b>Make Payment/Donation to:</b>	<input type="text" value="Location 1"/>	<b>Select Account:</b>	<input type="text" value="Checking: XXXXXX"/>
<b>Frequency:</b>	<input type="text" value="Once a Month"/>	<b>Payment Day:</b>	<input type="text" value="Last Day"/>	<b>Start Date:</b>	<input type="text" value="3/31/2018"/>
<b># Of Payments:</b>	<input type="text" value="12"/>	<b># Payments Made:</b>	<input type="text" value="0"/>	<b>Next Recurrence:</b>	<input type="text" value="3/31/2018"/>
<input type="checkbox"/> Infinite Payment		<input checked="" type="checkbox"/> Enabled		<input type="checkbox"/> Delete Payment	
				<input type="button" value="CANCEL"/>	<input type="button" value="SUBMIT"/>