

## **How to get started in the Polycase ACH Payment Center**

Follow these simple steps to make domestic ACH payments and set up your Payer Express account using our secure payment portal.

**Please note: You must make a payment under the Pay Now selection first to set up your Payment Center Account and save your payment.**

Make Your First Payment & Establish Your Account:

1. **Go to:** <https://www.payerexpress.com/ebp/Polycase/> and select the **PAY NOW** tab.  
Enter your Email Address and click **Pay Now**.
2. **Enter Customer Information:**
  - a. Enter your information and payment amount
  - b. Next to the Payment Method field, click **+ Enter** to add your banking information
  - c. Complete Payment Method section and click **Enter Account**
  - d. Return to the Home Payment Page, complete any remaining fields and click **Continue to Payment**
3. **Verify Your Payment:**
  - a. Review payment details on Verify Payment page and click **Make Payment** to complete the transaction & receive confirmation.
4. **Next Steps from the Confirmation Screen:**
  - a. To create an account and save your payment information for streamlined future payments, click **Enroll With Your Current Information** and follow the steps.
  - b. To make another payment, **Return to Home** to make another payment and repeat steps 2-5.
  - c. To end your session, click **Log Out**.

For a more detailed guide with screenshots, visit: [www.polycase.com/ACHdetail](http://www.polycase.com/ACHdetail).

If you have any questions while making your payment, please contact us:

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