# Introduction to ePay

ePay is a feature of dash that allows you to:
- Review your balances and payments online
- Pay bills online
- Set up multiple bank accounts
- Eliminate the need for stamps, envelopes or express services when paying your bills

Follow the steps in this guide to make payments with ePay.

Fields marked with an asterisk (*) are mandatory.

1. Click **ePay** on the left navigation menu.	
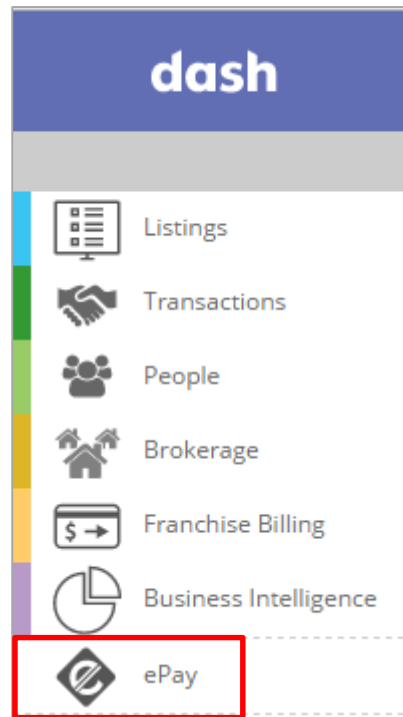
If this is the first time you're using ePay, the **Terms & Conditions** screen will display.

2. Review the Terms & Conditions.
3. Click **Accept**.

Important: To use ePay, you must click **Accept**.

If you have multiple offices, you will see the screen on the right.

4. Click the hyperlink for the appropriate office under **View Account Summary**.

The **Account Summary** for the office displays.

5. Click **Proceed to Pay**.

The **Account Details** screen displays.

6. Select the transaction(s) to pay by checking the box next to the transaction(s).
7. Click **Select All** to select all transactions.

8. Click **Pay**.

Account Details

Account Balance: **13,366.29**

Search

Status	Unpaid/Unapplied ▼
Transaction Type	Pay Transactions ▼

Currency USD ▼

➤ Show More Search Options

(Go) (Clear)

Total Transactions **11**   Total Original Amount **19,629.09**

Select Receivables: (Pay) (Add to Transaction List) | (Export Results)

If this is the first time you are making a payment using ePay, you will see the screen on the right.

9. Enter your bank account information as required on the screen.

Note: You will only need to do this the first time you make a payment on ePay.

Select Account

Account [New Bank Account ▼]

New Bank Account
Payment Options
- Click Pay Now to pay the Balance Due in full.
- Enter Payment Amount if payment differs from Balance Due.
- Click Recalculate to view the revised Balance Due.
- Click Reset to Defaults to revert to the original Payment Amount.
- Verify all information before clicking Pay Now.

Enter new bank account information. The routing number and account number usually appear in the lower left corner of your check, as shown in this illustration. If you are unsure of your account information please confirm with your bank before completing this page.

Bank Name	[____]
Branch Name	
* EFT Number Preceding with 0	[____]
Account Type	[Checking Account ▼]
* Account Number	[____]
* Account Holder's Name	[____]

YOUR NAME ___ 20XX
555 Main St. East
Toronto, Ontario
M4B 1B4
Pay to the order of ___ $ ___
___ DOLLARS
YOUR BANK
Bank Info Here   Authorized Signature
(408) (10202) (003) (0694|0236821)
cheque #   3-digit   account #
    institution ID #
    5-digit branch
    transit #

EFT Number Preceding with 0:
0   003   10202
Preceding 0   Institution ID   Branch ID

The **Payment** screen displays.

10. Verify the information on the screen.
11. Click **Pay Now**.

(Cancel) (Advanced Payment) (Pay Now)

Quick Payment

Payment Information
To pay the selected transaction(s) in full using the payment information described below, click Pay Now. To change the payment amount or the payment information, click Advanced Payment.

Account Type	**CHECKING**	Remaining Balance	1,278.53 USD
Account Holder		Total Payment Amount	1,278.53 USD
Routing Number		Balance Due	0.00 USD
Account Number			

Invoice Summary

Transaction #	Description	AGC	Transaction Date	Due Date	Balance Due
201511NAF00A	2015-11 Brand Marketing Fee	0	03-Dec-2015	23-Dec-2015	1,009.02
201510NAF00A	2015-10 Brand Marketing Fee	0	03-Nov-2015	23-Nov-2015	269.51

(Cancel) (Advanced Payment) (Pay Now)

Home | Account | Contact Us | Transaction List | Diagnostics | Preferences | Personalize Page
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Your payment **Confirmation** screen displays.

12. Click **View Payment** to view your payment receipt and print or export the information.

Your **Customer Payment** screen displays.

13. Click **Printable Page** to print, or **Export** to export the information to Excel.

For additional information, refer to the ePay Training and FAQs sections and the dash Help page.