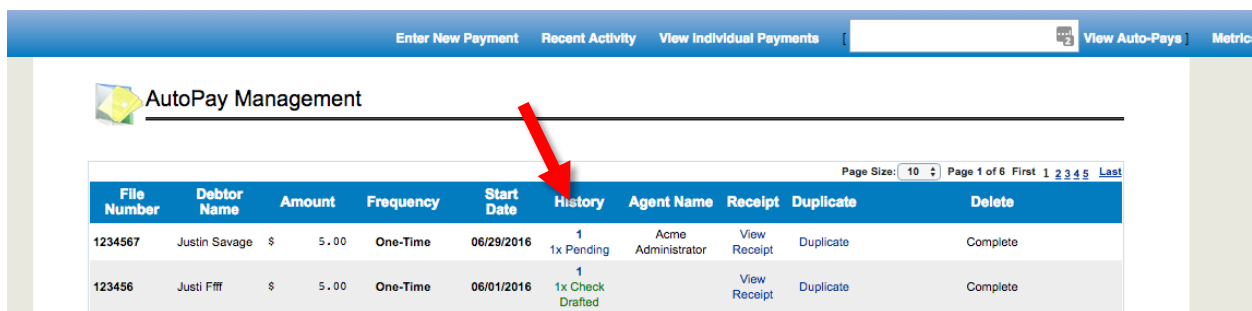


How to print checks with EveryBill Check Draft:

1. Go to your payment website
2. Click **"Login"** in the top right corner
3. Enter your email address and password and click **"Sign In"**
4. Once you have entered the site, you should see a bright blue menu bar across the top. click the **"View Auto-Pays"** link.



5. Here you will see a list of all the payments people have made on your site. Find the "History" column in the middle of the table and click **"1x Pending"** on the first item.

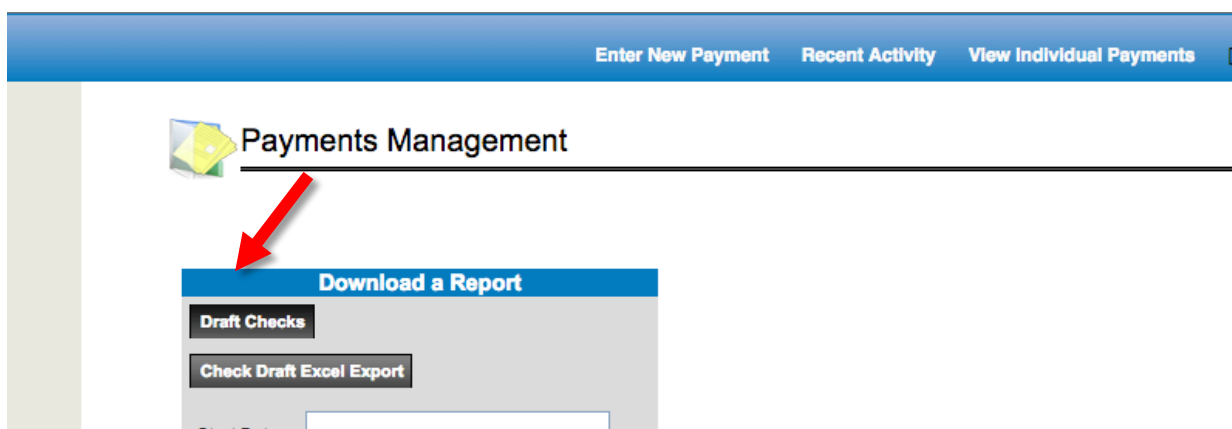


AutoPay Management

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File Number	Debtor Name	Amount	Frequency	Start Date	History	Agent Name	Receipt	Duplicate	Delete
1234567	Justin Savage	\$ 5.00	One-Time	06/29/2016	1 1x Pending	Acme Administrator	View Receipt	Duplicate	Complete
123456	Justi Ffff	\$ 5.00	One-Time	06/01/2016	1 1x Check Drafted		View Receipt	Duplicate	Complete

6. The "Payments Management" page will open. Click the **"Draft Checks"** button. This will download a PDF. It will include all payments made since you last printed.



7. Open the PDF and go to print it (**Make sure you print using the printer and check stock we sent you. It should be called "HP LaserJet P1102w"**)
8. When the checks finish printing, separate them along the perforated lines.
9. Submit the checks to the bank just like you would submit any other physical check.