SANDLER, TRAVIS & ROSENBERG, P.A.
International Trade, Customs & Export Law

ACH Payment Portal Instructions

1. Go to link customer portal link: https://chase.bill.com/p/strtrade. You will see this screen below:

2. Enter "**Customer #**" under "**Name**" <u>**EXACTLY**</u> as it appears on the Invoice. Also, enter **Zip**, **Invoice Number**, **Due Date**, and **Amount**. This info is required for the initial account setup. Click next.

3. Next step will require you to enter your **email** again and **create a password**. Then **re-enter password** and **agree to Bill.com Terms and Conditions**

4. To pay your bill, click the blue **Pay Outstanding Bills** button, then the **Add Bank Account** button to add banking information.

5. After the **bank account** is added, you will be able to start paying the invoices that have been assigned to you.

- **Choose Account**: Select bank account to pay from
- **Date to Pay Invoice On:** The date payment will be debited from assigned bank account
- **Change or update the payment information**: Hover over the **Gear Icon** to access the bank account info

For questions, please contact: strinvoices@strtrade.com