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” EXACTLY 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