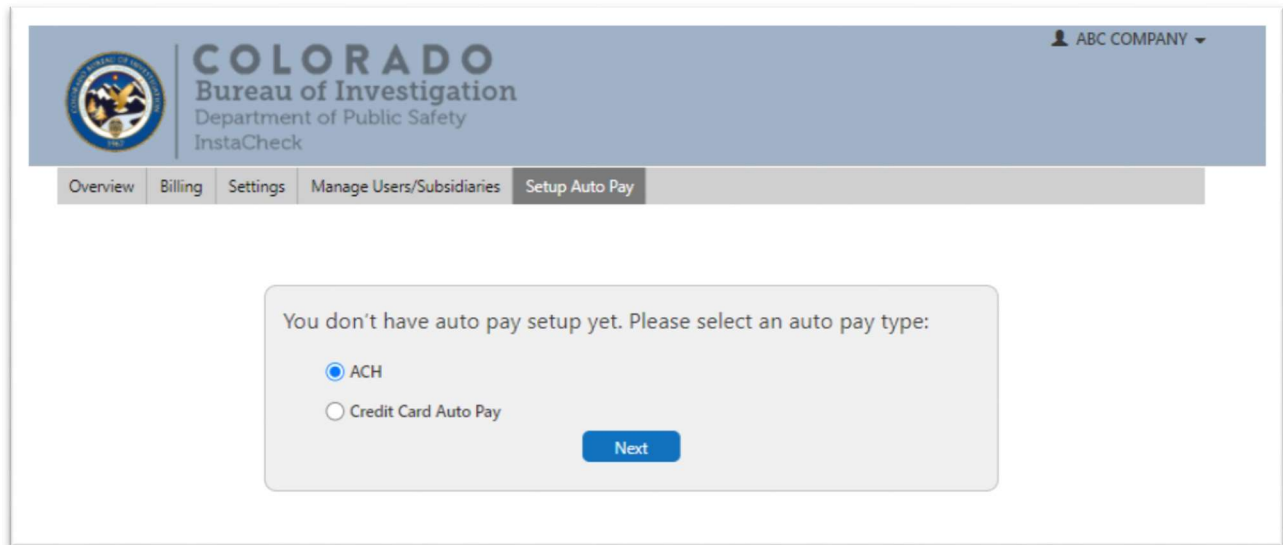


CBI SIMPLEPAY – CUSTOMER USER GUIDE: SETUP AUTO PAY

Step 1: After logging in to the system the overview screen will display your total account balance and due date.




Step 2: Open the Setup Auto Pay tab



Step 3: Select ACH to use a checking account or Credit Card and click on Next

Step 4: If ACH was selected, enter the bank account information and select a withdrawal date of the 15th or the 25th.

 **COLORADO**
Bureau of Investigation
Department of Public Safety
InstaCheck

ABC COMPANY

Overview Billing Settings Manage Users/Subsidiaries Setup Auto Pay

Setup ACH

ACH Account Setup


Bank Account Name*

Bank Account Number*

Routing Number*

Withdrawal Date* 15th of the month 25th of the month

Step 5: If Credit Card was chosen enter the Credit Card Holder Name, select the withdrawal date and select Add Credit Card

 **COLORADO**
Bureau of Investigation
Department of Public Safety
InstaCheck

ABC COMPANY

Overview Billing Settings Manage Users/Subsidiaries Setup Auto Pay

Setup Credit Card Auto Pay

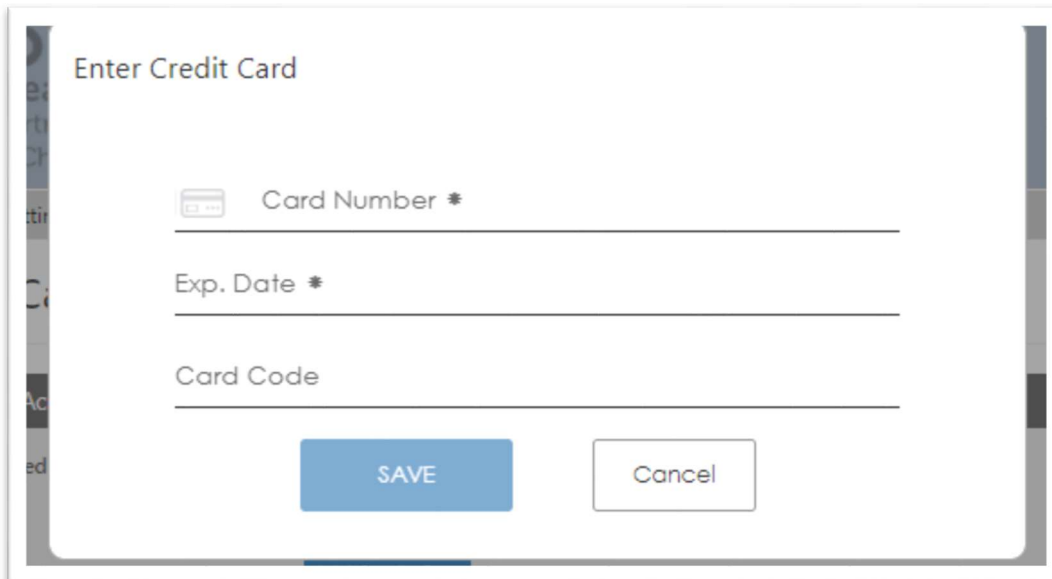
Credit Card Auto Pay Account Setup

Credit Card Holder Name*

Withdrawal Date* 15th of the month 25th of the month

Step 6: Enter the credit card information and select Save

Enter Credit Card

 Card Number *

Exp. Date *

Card Code

Step 7: Check the box and select Agree if you authorize us to initiate a reoccurring payment and wish to proceed

Authorize Auto Payment

I/We authorize you until further notice in writing to debit my/our account with you all amounts which Colorado Bureau of Investigations (herein after referred to as the Initiator) the registered Initiator of the above authorization code may initiate by ACH/Reoccurring Payments I/We acknowledge and accept that the bank accepts this authority only upon the conditions listed on this form.

I agree

Step 8: The Auto Pay must be reviewed and approved by the Financial Services section. You will receive notification when your request has been approved. If we are unable to approve your request we will contact you directly.

COLORADO
Bureau of Investigation
Department of Public Safety
InstaCheck

Overview | Billing | Settings | Manage Users/Subsidiaries | **Setup Auto Pay**

Credit Card Auto Pay Details

Credit Card Auto Pay Details - Waiting For Approval	
Credit Card Holder Name	TEST
Credit Card Number	XXXX1111
Valid Thru	11/2022
Card Type	Visa
Withdrawal Date	15th of the month

Step 9: You may cancel or change the details of the Auto Pay as needed by selecting Change Current or Cancel Current. If you wish to switch from a credit card to a bank account, you will need to Cancel and then set up a new Auto Pay authorizationP

COLORADO
Bureau of Investigation
Department of Public Safety
InstaCheck

Overview | Billing | Settings | Manage Users/Subsidiaries | **Setup Auto Pay**

Credit Card Auto Pay Details

Current Credit Card Auto Pay Details	
Credit Card Holder Name	TEST
Credit Card Number	XXXX1111
Valid Thru	11/2022
Card Type	Visa
Withdrawal Date	15th of the month

Do you wish to change or cancel the current Credit Card Auto Pay?

[Change Current CC](#) [Cancel Current CC](#)

If you have any questions regarding this process or need assistance, please contact Financial Services at 303-239-5396.