KliknPay
a CheckAlt solution

User Guide
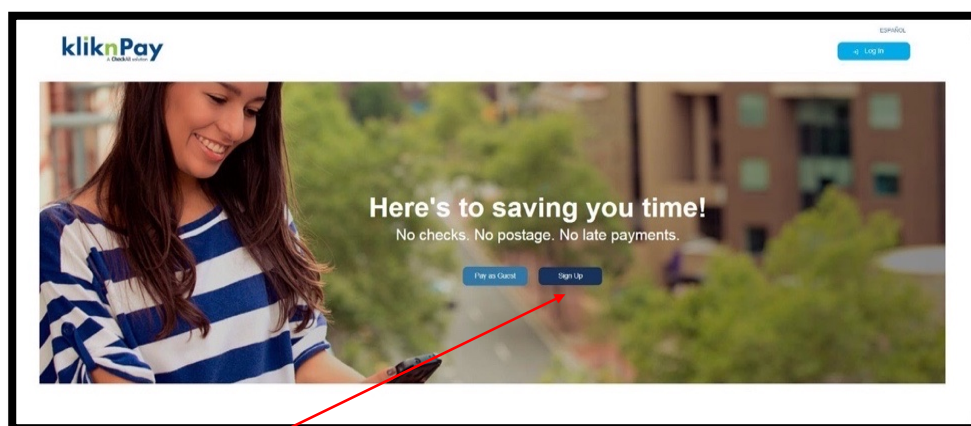
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KliknPay New User Setup

Registering on the KliknPay Homepage

The payer has the ability to sign up (register) without making any payments. The site does encourage you to set up a payment method, as one time and recurring payment cannot be established without a payment method on record.


Select "Sign Up"

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- Payer enters the validation fields with the information provided by the biller, typically found on the bill.
  - Validation fields are customizable by biller, and are determined during the implementation process
- **If the payer needs assistance or further explanation of the validation fields, they can select the question mark next to one of the fields to show the image of your statement/coupon.**
- The screen will prompt you to type in your First Name and Last Name (both are required fields). Phone Number is not required. After you enter the information, select Next.


- The next step is to establish your user ID and password. The email address serves as both a user ID as well as the address to which electronic communications will be sent.
  - Enter in a valid email address and create a secure password. You will need to read and agree to the "Terms and Privacy Policy" and the "Electronic Disclosures". Select Submit.

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Add Payment Method

Add/Edit/Delete a Bank Account
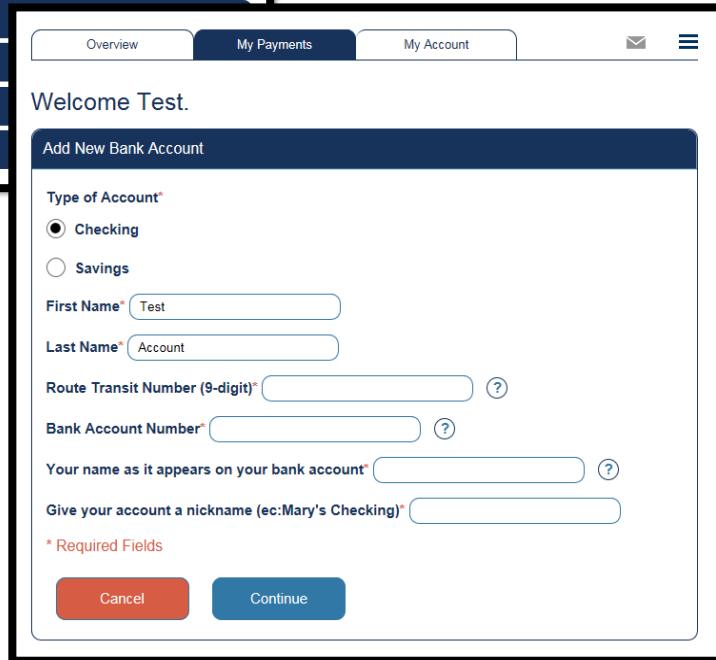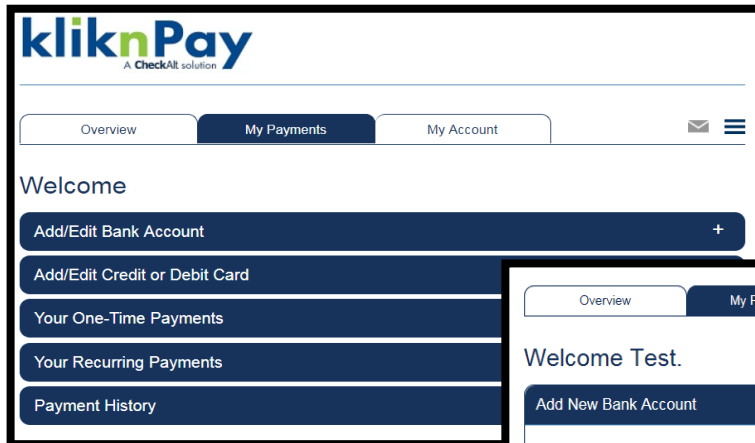
- From the My Payments tab, Select Checking or Savings and enter in the valid information. If you need assistance findings the Routing Number or your Bank Account Number, please select the question mark next to the field. Select "Continue.

- Confirm all information. Select "Submit".
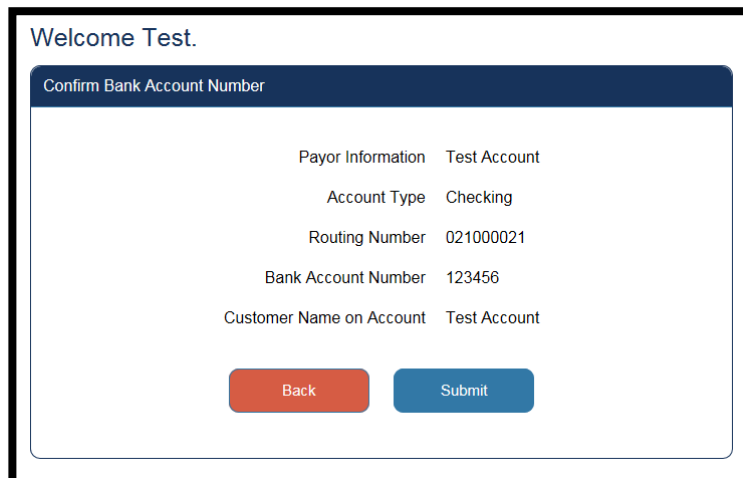
- To add additional bank accounts, the payer can navigate to the My Payments tab, then select "Add/Edit Bank Account", and then select the "Add New Bank Account" button.
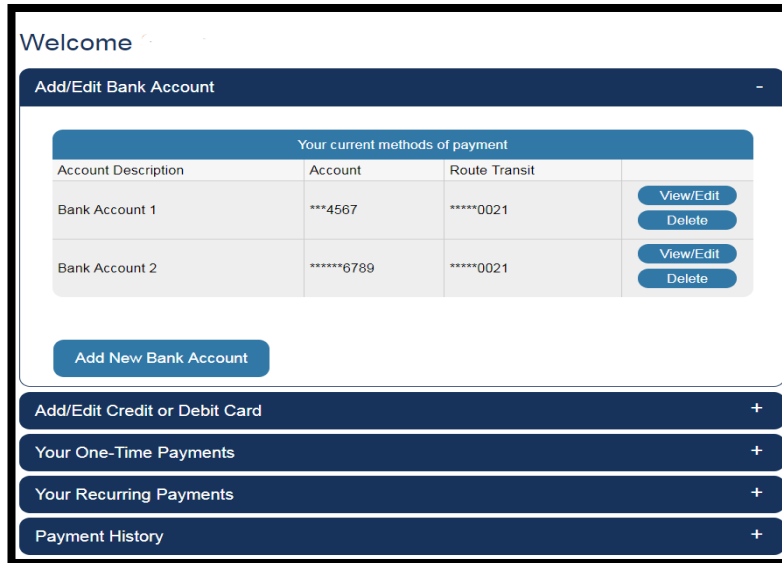
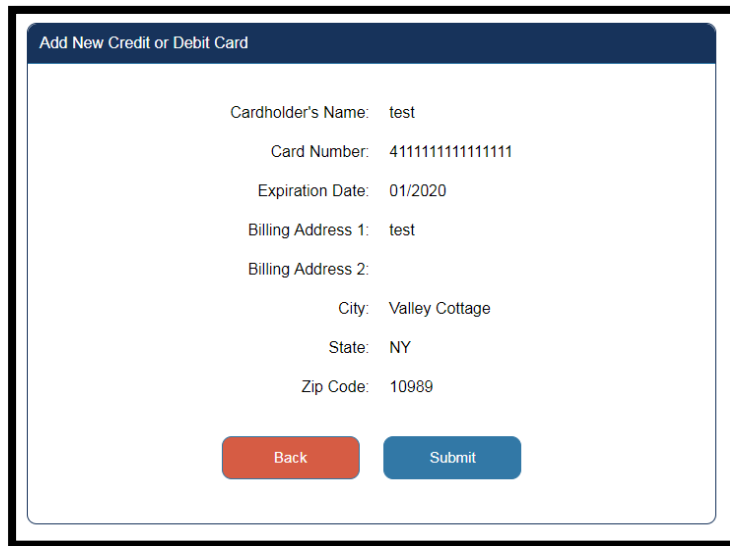

Add/Edit/Delete a Debit/Credit Card

- To add a Credit or Debit Card, the payer can navigate to the My Payments tab, then select "Add/Edit Credit Card", and then select the "Add New Credit Card" button.
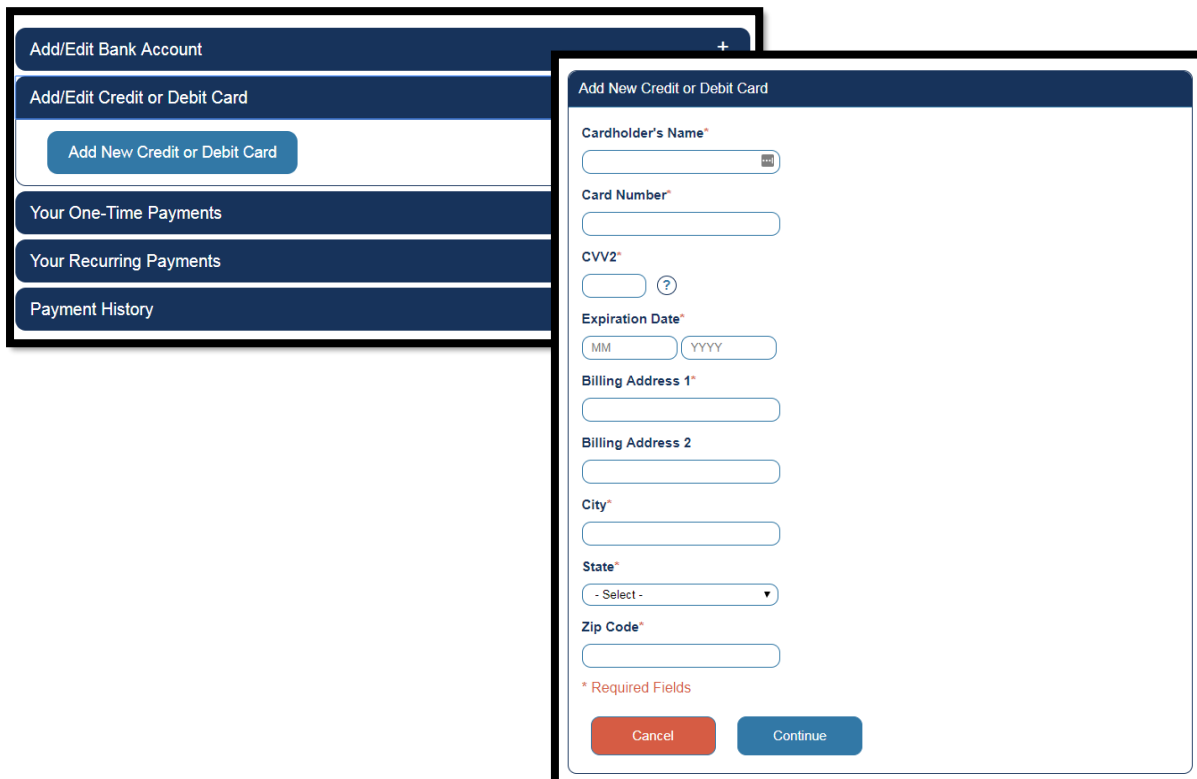
- Fill in all fields and correct card details. Select "Continue" to submit the account.

- Click "Submit" to save the card, or "Back" to return to the prior screen and edit the card details.
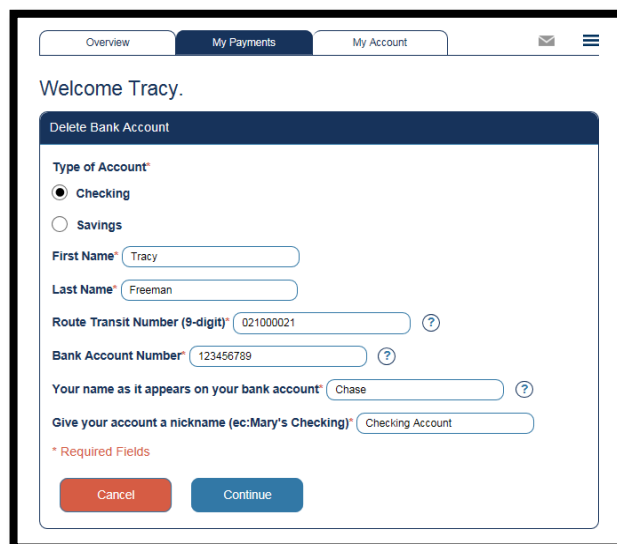

Edit/Delete Payment Method

You have the ability to View/Edit your existing Bank Account or Credit/Debit card information or Delete a Bank/Card Account.

Delete Bank or Card Account

- To Delete an Account:
  - o Navigate to the "My Payments" tab and select either Add/Edit Bank Account or Add/Edit Card. Select the Account you wish to Delete by selecting "Delete".
- Review the information and make sure you want to Delete the account
  - o If you want to officially delete the account, select Continue
  - o If you do NOT want to delete the account, select Cancel
  - o Note: for card accounts you will be asked to provide the card verification code in order to delete the account

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Edit Bank or Card Account

- To Edit an Account:
  - o Navigate to the My Payments Tab and select either Add/Edit Bank Account or Add/Edit Card
  - o Select the Account you wish to Edit by selecting "View/Edit"

| Overview | My Payments | My Account | ✉ ☰ |

Welcome Tracy.

Add/Edit Bank Account

Type of Account*
- ◉ Checking
- ○ Savings

First Name* Tracy

Last Name* Freeman

Route Transit Number (9-digit)* 021000021 (?)

Bank Account Number* 1234 (?)

Your name as it appears on your bank account* John OGara (?)
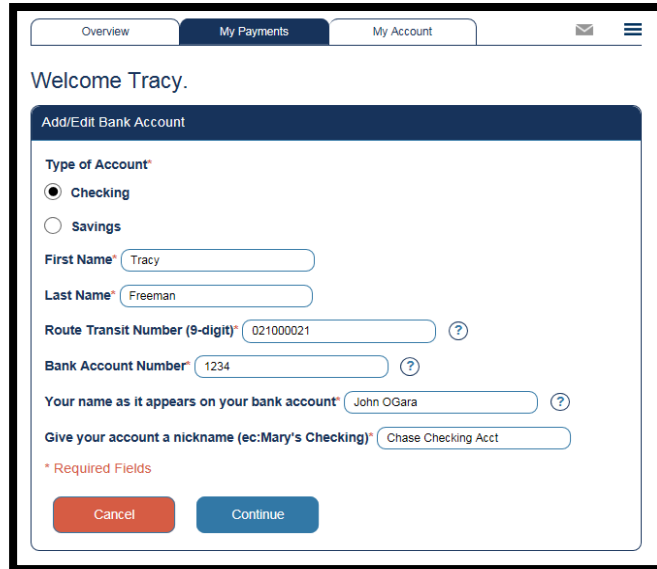
Give your account a nickname (ec:Mary's Checking)* Chase Checking Acct

* Required Fields

[Cancel]   [Continue]

- Modify fields that require editing
- Select "Continue" to successfully "Edit" the account.
  - o Note: If you are editing a card account, you may be required to submit your card verification code in order to complete the edit