

How to set up a payment profile to make or receive payments by ACH

1. Log into Golf Nations, select your club and select Payment Profiles
2. Select Add Payment Profile
3. Add the address that the Checking Account is tied to
4. Add Checking Account Details that the payment will come from
5. Click Add Account

The screenshot shows the 'PAYMENT PROFILES' tab selected in the top navigation bar. Below the navigation bar, there is a message box with a question mark icon and text: 'Payment profiles listed below. Click 'Add Payment Profile' to add details for a new payment profile. Note: Checking account information will be requested. Click 'Save Profile' after making changes.' At the bottom right of the page, there are two buttons: 'Save Profile' and 'Add Payment Profile'.

1 Select Payment Profiles

2 Select Add Payment Profiles

The screenshot shows a modal window titled 'Add Checking Account'. It contains a text input field for 'Address' with a red error icon to its right. Below the address field are three input fields for 'City', 'State', and 'Zip'. At the bottom left of the modal is a button labeled 'Add Account Details'.

3 Add Checking Account Address

The screenshot shows a modal window titled 'Please enter payment info'. It contains three input fields: 'Name on Account', 'Account #', and 'Routing #'. At the bottom of the modal is a large button labeled 'Add Account'.

4 Add Checking Account Details

5 Click Add Account

The screenshot shows a modal window titled 'Payment Today'. It has a blue header bar with the text 'Payment Today:'. Below the header bar, there is a section titled 'Club Payment Profile' with a dropdown menu showing 'Checking (*****1261)'. Below the dropdown menu is a link that says 'Add/Update Payment Profiles'. At the bottom of the modal is a green button labeled 'Make Payment'.

Now that your Payment Profile is ready, when you select [Post a Payment](#) from the ACCOUNT BALANCE tab your ACH profile(s) will be an option to make online payments.