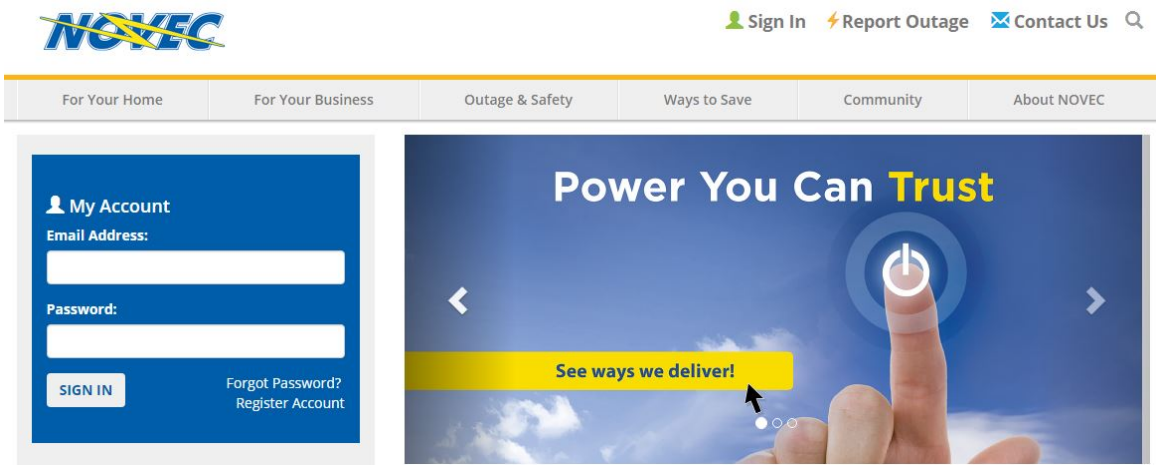
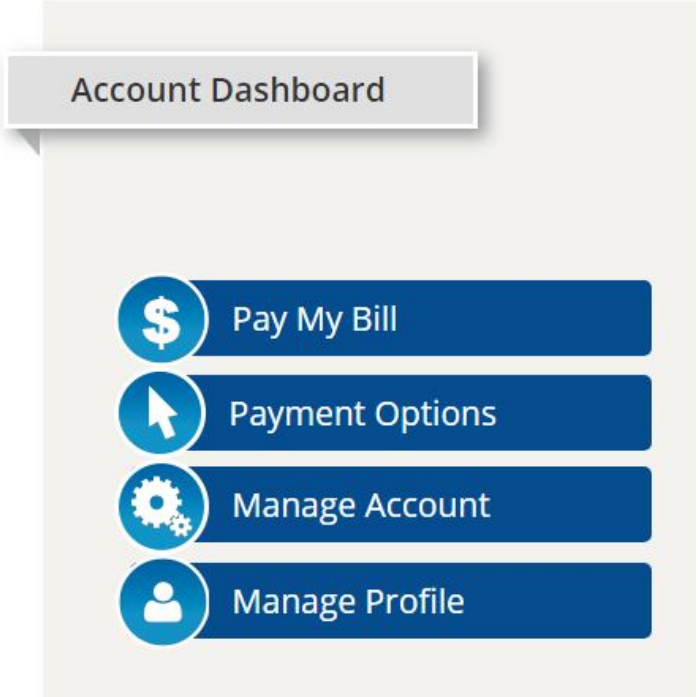
e-Billing: Adding Bank Payment Information

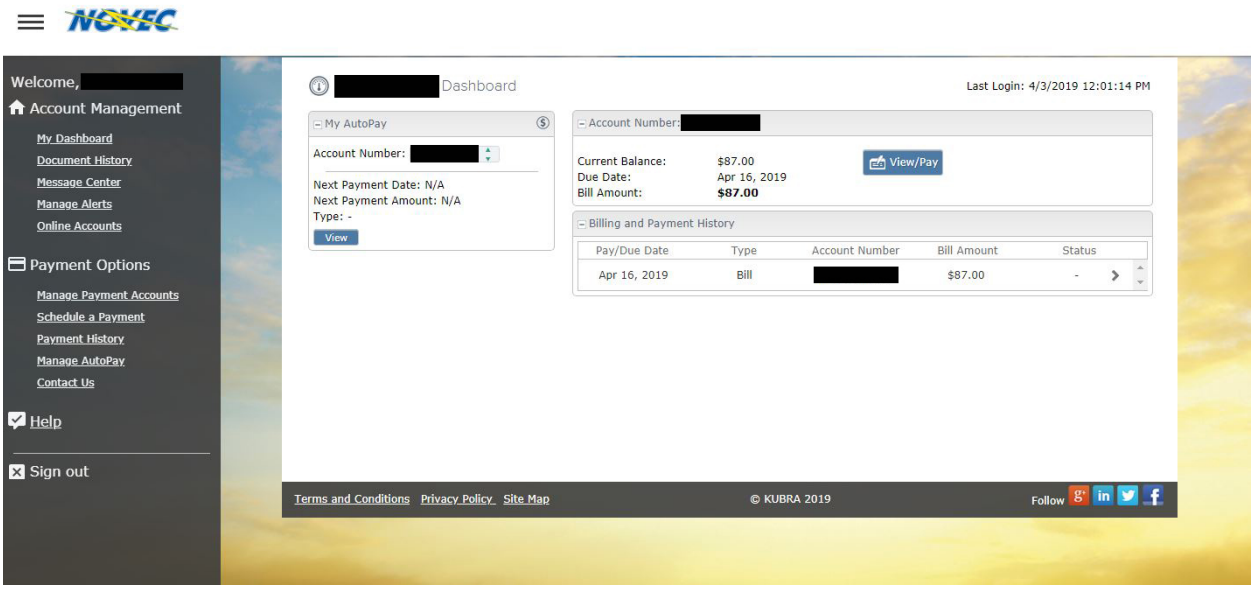
1) Go to www.novec.com and log into your account using your email address and password in the blue box or the Sign In button at the top right of the screen.



2) You will see your account dashboard. Click Pay My Bill.

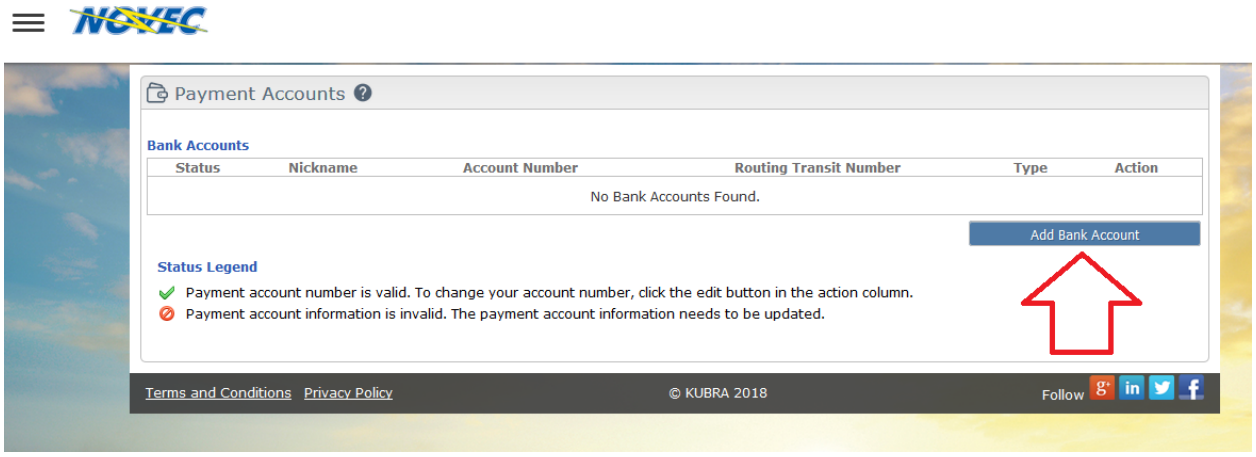


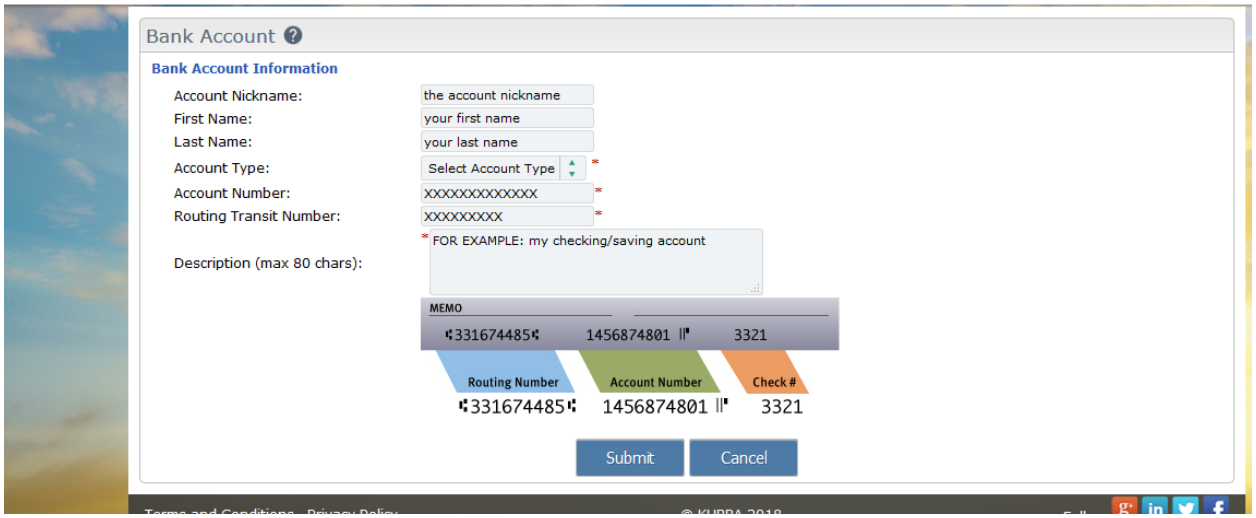
3) You are now in the e-Billing system. Click the menu (three horizontal lines) in the top left. This will open the gray sidebar.



To minimize the menu so you can view the entire page, click the menu icon again or anywhere in the shaded gray area.

4) You must add bank account payment information before payments can be made in e-Billing. Navigate to Manage Payment Accounts, then click the blue Add Bank Account button.

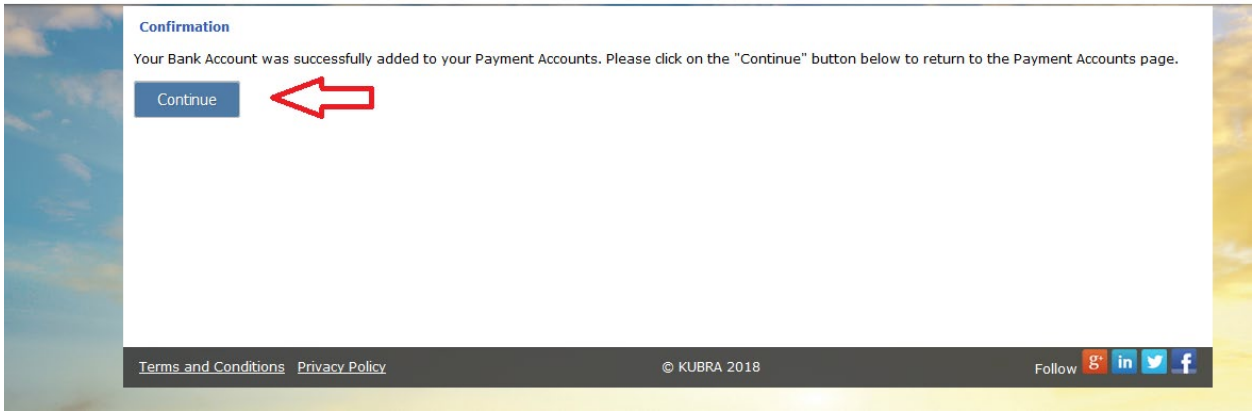




Complete the seven (7) boxes and then click Submit. Check that the banking information is entered correctly when you are finished. Click Submit.

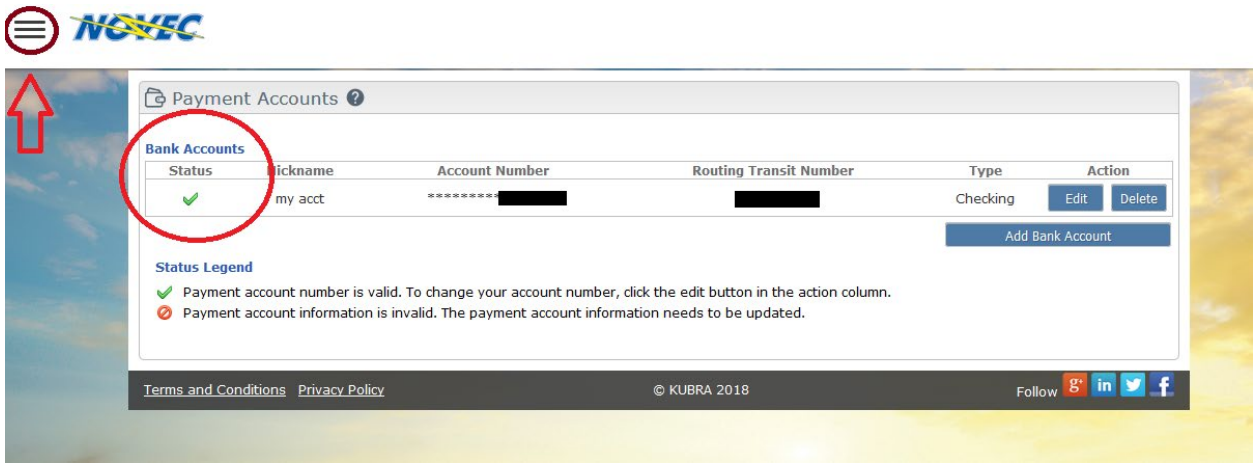
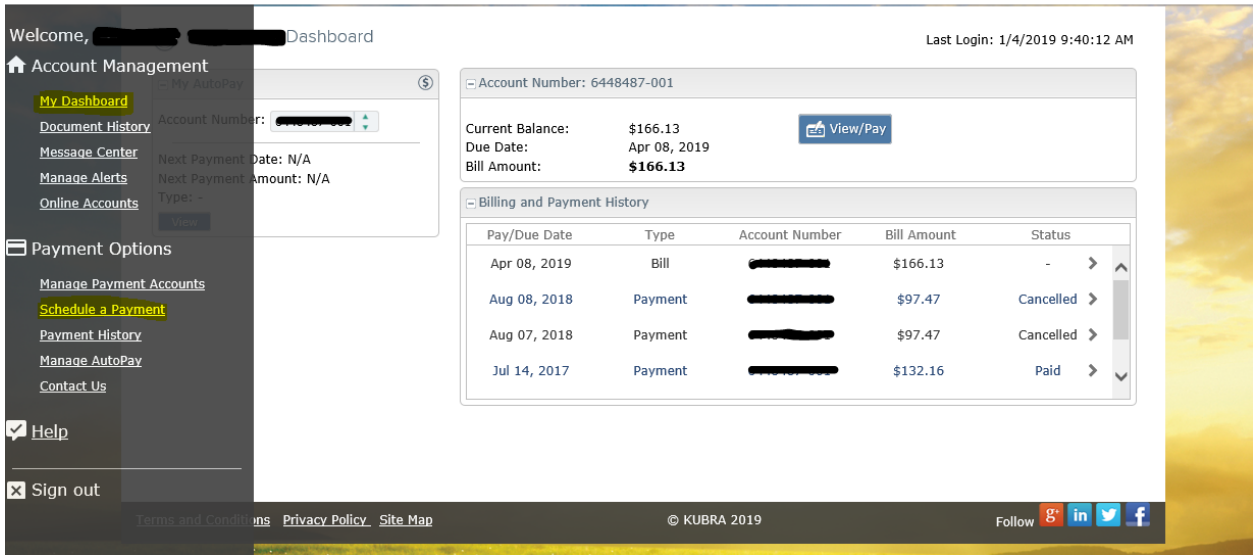
**The Account Nickname is whatever you wish it to be.*

**Account Type – select either checking or savings from the dropdown menu.*



Click Continue.

5) You will return to this screen which lists the bank account just entered. The green check mark confirms the account information has been entered. You can now schedule payments in e-Billing.



To make a payment, please click the menu icon in the upper left hand corner and select either My Dashboard or Schedule a Payment from the gray menu. Please refer to e-Billing: Making a one-time payment help guide for instructions.