GO THE FOLLOWING WEBSITE/LINK - **https://secure.eps90.net/Login.aspx**

BEGIN BY LOGGING IN WITH THE GIVEN USER NAME AND PASSWORD

Step by Step for a **Single Check** payment:

1. Click on the Beige tab titled "Single"
2. From here on all fields with a red star next to them must be filled in!!
3. The only field that does not have a red star next to it that must be filled in is the Divers License (DL) State and number.
4. Make sure to ALWAYS select "PERSONAL" check, NOT "COMMERCIAL" check.
5. When you are finished entering all of the required information click the "SUBMIT" button.
6. A screen will then pop up informing you if the check has been approved or not.

Step by Step for a **Multiple Check** payment:

1. Click on the Pink tab titled "EPS-90" next to the Beige tab.
2. From here on all fields with a red star next to them must be filled in!!
3. When you arrive to the section on the top right corner titled "PAYMENT INFORMATION" please be advised:
   a) **When entering the total amount, all fees and charges must be added into the sum total charge, this includes the percentage rates that you have determined as well as any other service charges that you wish to apply**
   b) **After entering the number of payments (i.e.: the amount of checks you are receiving) the system will then divide up the payments into the closest even portions possible per check, however, if you would like to change the amounts of each check you are more than welcome to as long as the total of all checks equals the total amount given**
   c) **Be sure to make sure that the check dates and check numbers are the same ones printed/listed on the physical checks**
4. When you are finished entering all of the required information click the "SUBMIT" button.
5. A screen will then pop up informing you if the checks have been approved or not.

RESET CLEARS ALL INFO!!