# Adding new recurring ACHs

## Creating a new donor

1. If the donor already exists in Stripe, skip to section I.B.
2. In the left-hand bar, under the **General** heading, click **Customers**
3. In the upper right, select the **New** button
4. Enter the *donor’s email* in the email field and their Full Name in the description field
5. Click the blue **Create customer** button

## Creating the new source

1. In the customer record, click the **+ Add Bank Account** button
2. Correctly fill in the fields with information provided by the donor
3. Make sure the *Account Holder Type* field is set to **Individual**
4. Click the blue **Add bank account** button

## Creating the payment

1. In the customer record, scroll down to the **Payments** section and click **+ Create Payment**
2. Fill out the correct information
3. Choose the recently added bank account from the *Source* dropdown menu
4. Click the blue **Charge customer** button

## Making the payment recurring

# Importing ACH report