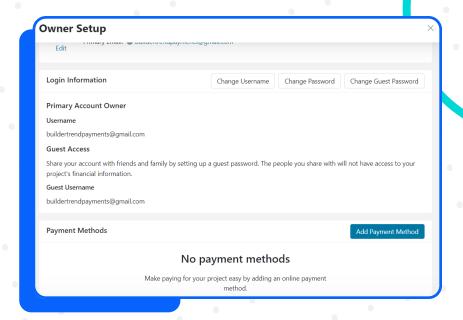
How to pay your bill in Buildertrend

Important tip: We recommend using Google Chrome or Mozilla Firefox for optimal performance.

Step 1

Add a payment method by clicking on the settings wheel in your account, then selecting Add a new payment method.

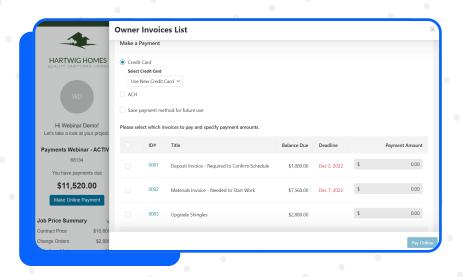
*Not compatible with Internet Explorer.



Step 2

After selecting either Pay online here or the Payments tab, you'll see all scheduled payments, draws and both paid and outstanding change orders. You'll also see the option to Pay online for any unpaid balances.

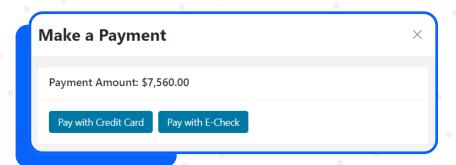
Processing occurs after an e-check or card has been entered by clicking Pay online. You'll also see Paid and Pending which means the payment is either processing or outstanding according to the deadline.



Step 3

After clicking the Pay online button, the option to choose Credit card or Check will appear. You can also choose to pay with an existing payment method. Once the payment method has been chosen, click Next.

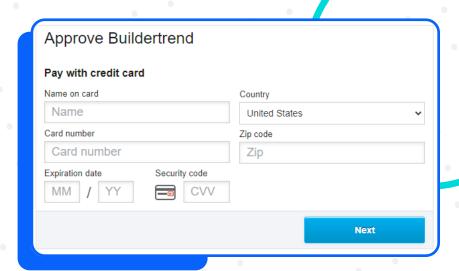
Note: Your builder may have limits on the amounts able to be paid with either method. Don't be surprised if you only have the option to pay using ACH/e-check on larger amounts.



Step 4

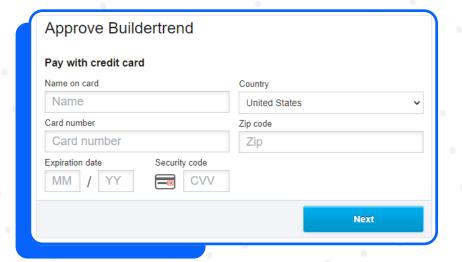
Skip to step 5 if paying with an ACH/e-check.

If you've chosen to use your credit card, input your card information as shown, then click Next. You'll need to verify your email address to receive a receipt for your card transaction. Then click Confirm.



Step 5

When paying via ACH/e-check, you'll need to type in your bank name and hit Search.



Step 6

This step is crucial for finalizing your payment. There are two ways to verify your account.

Option 1: Log into your bank account if you have a partnering bank.

Note: This feature is only available for select banks. Your account will be verified instantly if this option is available to you. If you don't see this option, your bank doesn't participate in this feature, and you'll need to use the next option.

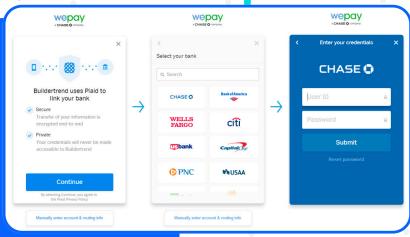
Option 2: Manually enter your account details. This option requires you to verify your account via micro-deposits. The deposits may take 1-2 business days to hit your selected account. At this time, you'll receive an email with a link to verify the amounts sent to your bank. Once you're able to view the deposits in your account, click the link in the email to enter the micro-deposit amounts.

Next, verify all the information is correct, then click Next to submit your payment.

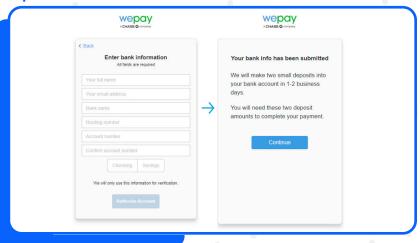
Step 7

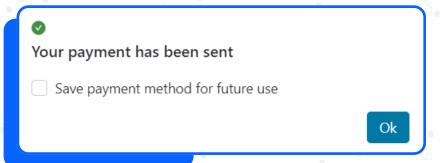
After choosing Confirm to submit your payment, you'll be given the option to Save a payment method for future use and assign a unique name. The system will automatically populate this field with "e-check" or "Card 1", so feel free to rename the account. By taking this step, you won't have to verify future payments using this payment type. And you're done!

Option 1



Option 2







Quick tip: To manage your saved payment methods, navigate to your account settings after logging into Buildertrend. You can add, edit and manage all your payment methods here.