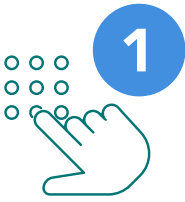


HOW TO PAY-BY-PHONE

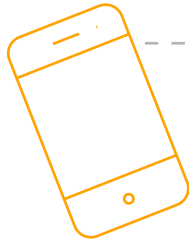
This handy guide will show you each step in the pay-by-phone process



1

DIAL NUMBER

Enter the pay-by-phone number provided by your CPA firm.



2

ACCOUNT NUMBER

Enter your account number, followed by the pound (#) sign.

3

PAYMENT AMOUNT

Enter the amount you would like to pay towards your balance.



4

PAYMENT METHOD

Enter your payment method data, including card number, expiration date, CVV, and zipcode



5

PAYMENT PROCESSING

The service will then begin processing the payment over a secure connection, and you will be provided with a confirmation number.



6

TEXT RECEIPT?

Verify if you would like a text receipt of the transaction.



PAID

7

TRANSACTION COMPLETE!

Press 2 to make another payment, or simply hang up.