

Instructions for AJPF Electronic Bill Pay Through Your Bank

To have your one-time contribution sent directly from your bank please follow the directions below. A receipt will be emailed to you after we've received your contribution.

Instructions to use Electronic Bill Pay: How to set up

Step 1: Go to your bank website / app on the phone

Step 2: Go to "bill payment function" (Or similar)

Step 3: Set up a Vendor for Payment with the following details. Enter your contact email address in "Account Number" field provided for the Vendor: Authorize Bank to issue check in the name of:

Council for USA

Attn: Finance Dept-AJPF JK (please add the JK you attend)

1700 First Colony Blvd.,

Sugar Land, TX 77479

For Example:

Council for USA

Attn: Finance Dept-AJPF JK (Atlanta, Duluth) - (part of the address)

1700 First Colony Blvd.,

Sugar Land, TX 77479

Step 5: Enter **281-980-4747** in the phone number field if your bill pay requires a phone number.

Step 6: Setup a payment for the Vendor/Council for USA. Be sure to add your email address in the memo field of your payment. If space allows, please enter your JK as well. **Note:** If no special characters are allowed, please replace the @ in your email address with a '.'. For example, instead of John.Doe@gmail.com you may enter John.Doe.gmail.com.

Step 7: Please email **RMT@USAJI.org** to let them know you've sent an electronic bill pay. Include your name, your phone number, and the JK you attend.

Note: Including your email (and JK, space permitting) in the payment Memo field as well is very important for tracking and to issue your receipt.

A receipt will be emailed to you after we've received your contribution.