

AQUA

Instructions: PayNearMe Payment Portal

April 2023

☎ 800-234-3663, option 4, ext. 6091

✉ info@aquafinance.com

🌐 aquafinance.com



Overview

This guide provides step-by-step instructions on how to use the Aqua Finance PayNearMe Payment Portal.

If you have any questions about how to register your account or set up automatic payments through PayNearMe, our new payment system, email us at: info@aquafinance.com or call our Customer Support Department at [800-234-3663](tel:800-234-3663), option 4, ext. 6091.

NOTE: Automatic payments are referred to as **Autopay** on PayNearMe.

Topics

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| 2. | How to sign up for electronic statements | Page 9 |
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How to register for an account on the Payment Portal (PayNearMe)

Step 1

Click Sign In.

You do not need to enter an email/mobile number or a password at this stage.

AQUA

Welcome To The Aqua Finance Payment Portal

[Make A Guest Payment](#)

Sign In To Your Account

Email or Mobile Number *

Enter Password

[Forgot your password?](#)

[Sign In](#)

Don't have an account? [Sign Up Now](#)

This website provides payment options to support your account that are offered by:
Aqua Finance Inc., Bay Finance Company- A division of Aqua Finance, Aqua Finance Inc.
FBO Connexus Credit Union, Culligan Finance Company, Culligan Finance Company
FBO Connexus Credit Union, Culligan Finance Company DBA Aqua Finance – Bank
Program, Aqua Finance - Bank Program.

How to register for an account on the Payment Portal (PayNearMe) (continued)

Step 2

Enter your 9-digit numeric Account Number and ZIP Code and click on Continue.

AQUA

Enter Your Account Information

Enter Your 9 Digit Numeric Account Number (Required)

ZIP Code (Required)

Cancel

Continue

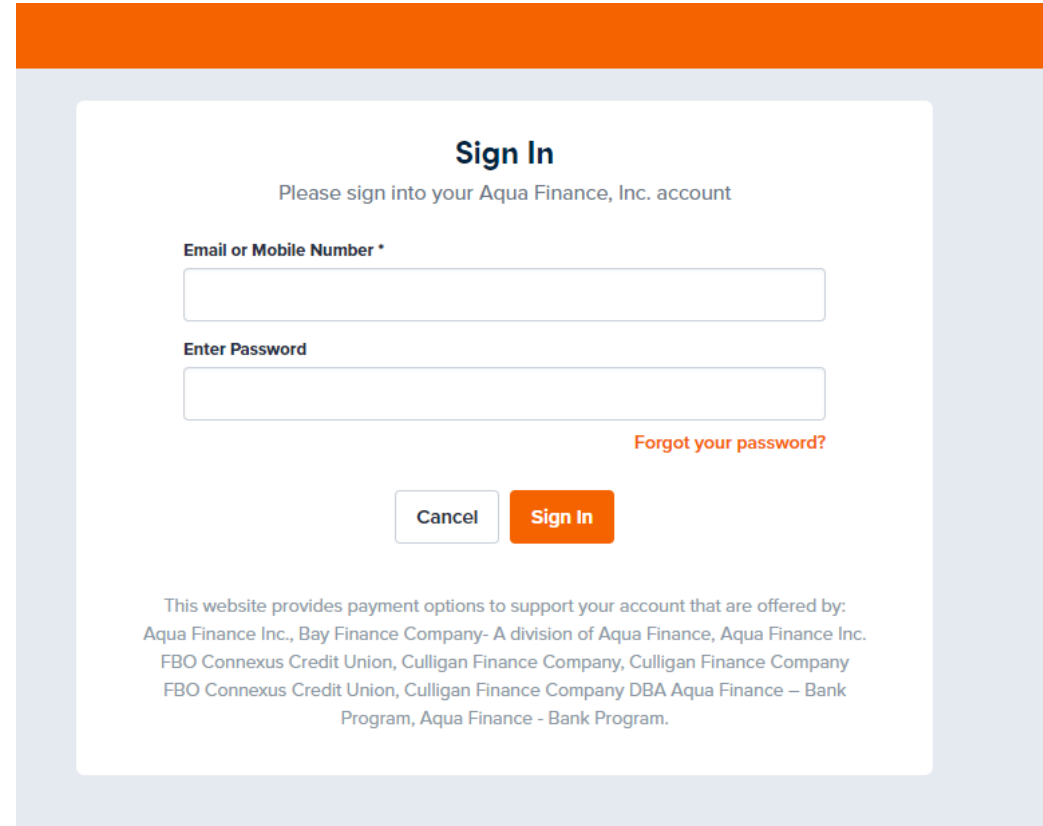
By continuing, you agree to the [Terms of Service](#) and [Privacy Policy](#)

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How to register for an account on the Payment Portal (PayNearMe) (continued)

Step 3

Enter a mobile number or an email address and create a new password. Click **Sign in**.



The screenshot shows a 'Sign In' page for Aqua Finance, Inc. The page has an orange header bar. Below the header, the title 'Sign In' is centered, followed by the instruction 'Please sign into your Aqua Finance, Inc. account'. There are two input fields: 'Email or Mobile Number *' and 'Enter Password'. Below the password field is a link 'Forgot your password?'. At the bottom of the form are two buttons: 'Cancel' and 'Sign In'. Below the buttons, there is a paragraph of text: 'This website provides payment options to support your account that are offered by: Aqua Finance Inc., Bay Finance Company- A division of Aqua Finance, Aqua Finance Inc. FBO Connexus Credit Union, Culligan Finance Company, Culligan Finance Company FBO Connexus Credit Union, Culligan Finance Company DBA Aqua Finance – Bank Program, Aqua Finance - Bank Program.'

Sign In

Please sign into your Aqua Finance, Inc. account

Email or Mobile Number *

Enter Password

[Forgot your password?](#)

Cancel **Sign In**

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How to register for an account on the Payment Portal (PayNearMe) (continued)

Step 4

An email or a text message will be sent to you to verify the registration. Click on the link to confirm the process.

Thank you! A verification message was sent to awm47ii@gmail.com. Please click the link in the message to verify your account.

If you did not receive a message, confirm that your email or mobile number is correct and resend the link.

Sign Up

Please sign up for a Aqua Finance, Inc. account

Email or Mobile Number *

Password

Resend Link

* Standard text messaging rates may apply

or

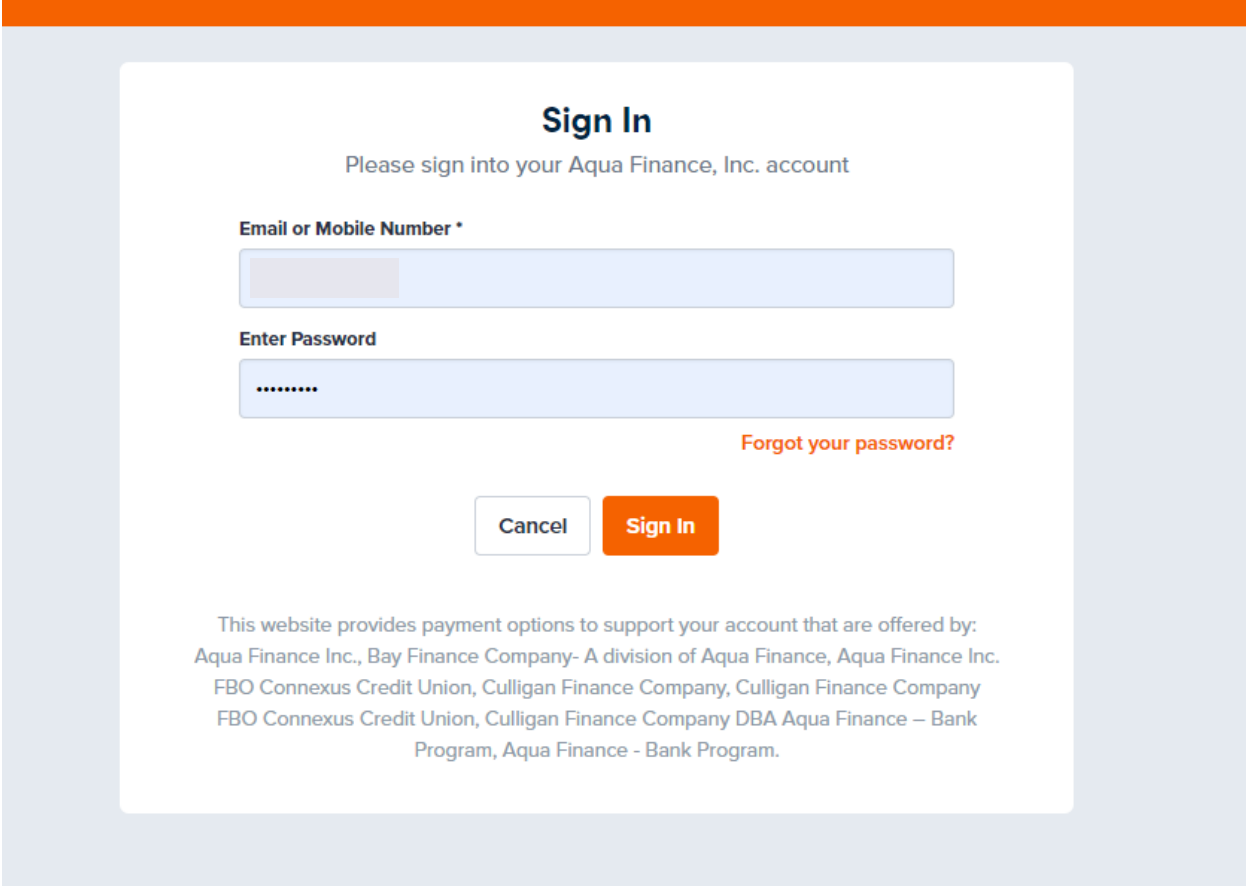
Continue as Guest

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How to register for an account on the Payment Portal (PayNearMe) (continued)

Step 5

The link will take you to this screen.
Fill in your email or mobile number
and the password you created.
Click **Sign In**.



The screenshot shows a 'Sign In' form within a light blue border. At the top, the title 'Sign In' is in bold, followed by the instruction 'Please sign into your Aqua Finance, Inc. account'. Below this are two input fields: 'Email or Mobile Number *' and 'Enter Password'. The first field has a light blue background with a grey placeholder. The second field has a light blue background with a grey placeholder and a series of dots representing a password. To the right of the password field is a link that says 'Forgot your password?'. Below the input fields are two buttons: a white 'Cancel' button and an orange 'Sign In' button. At the bottom of the form, there is a paragraph of text: 'This website provides payment options to support your account that are offered by: Aqua Finance Inc., Bay Finance Company- A division of Aqua Finance, Aqua Finance Inc. FBO Connexus Credit Union, Culligan Finance Company, Culligan Finance Company FBO Connexus Credit Union, Culligan Finance Company DBA Aqua Finance – Bank Program, Aqua Finance - Bank Program.'

How to sign up for electronic statements

Step 1

On the account screen, scroll to the bottom and click on the link To manage email and delivery preferences for billing statements.

Sample account

AQUA

Culligan Finance Company

Account Number - 404532844

Make a one-time payment

ACCOUNT DETAILS

VIEW ALL

| | |
|---------------|--------------------------|
| Company | Culligan Finance Company |
| Due | \$50.00 |
| Next Due Date | 11/1/22 |

One-Time PaymentSet Autopay

RECENT PAYMENTS

Today — Payment Scheduled

Lake Michigan Credit Union 8595 (Business Savings)

\$50.00 >

For loan promotion details [Click here to view your statement](#)

To manage email and delivery preferences for billing statements [click here](#)

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How to sign up for electronic statements (continued)

Sample account


Step 2


Click on the pencil icon next to Update my statement delivery preference.

The screenshot shows a web interface for an AQUA account. At the top, the AQUA logo is on the left and the account number 'S001163072' is on the right. Below this is a section titled 'I am here to...'. There are two main options listed, each with a pencil icon to its right. The first option is 'Update my statement delivery preference' with the text 'My current preference is electronic statements.' below it. The second option is 'Update my email address' with the text 'My current email is aquatestime+x666@gmail.com.' below it. At the bottom of the interface is a yellow bar with a button labeled 'Close this tab'.

AQUA Account Number - S001163072

I am here to...

Update my statement delivery preference 
My current preference is **electronic statements**.

Update my email address 
My current email is **aquatestime+x666@gmail.com**.

Close this tab

How to sign up for electronic statements (continued)



Step 3

Select Electronic Statement.

Sample account



Account Number - S001163072

Statement Delivery Preference

Please select your delivery preference below:

☐ Print Statements

☒ Electronic Statement

Please read through the following consent disclosure below, confirm with the checkbox that you have consented and then provide a valid email address.

CONSENT TO ELECTRONIC DISCLOSURES

This Consent to Electronic Disclosures ("Consent") applies to any applications for credit or other transactions processed through Aqua Finance, Inc.'s ("Company's") online application platform as well as any resulting extensions of credit or other transactions (collectively, the "Transactions"). In this Consent, the words "you" and "your" refer to each

How to sign up for electronic statements (continued)

Step 4

Scroll to the bottom of the text box and click on the box for I have consented to the aforementioned Electronic Disclosures.

Fill in and confirm your email address. Click on **Send verification code**.

Sample account

Please read through the following consent disclosure below, confirm with the checkbox that you have consented and then provide a valid email address.

By giving your consent, you are confirming that you have access to the necessary software and hardware, and can receive, open, print, download a copy or otherwise retain a copy of any electronic Communication for your records. You are advised to retain a copy of all electronic Communications as they may not be accessible online or in paper form at a later date.

☐ I have consented to the aforementioned Electronic Disclosures.

Email Address

Confirm Email Address

Use your personal email address to protect your privacy. Anyone with access to the email account may see confidential account information.

Send verification code

Close this tab

How to sign up for electronic statements (continued)



Sample account

Step 5

You will receive a verification code to the email address you entered. It will be valid for 15 minutes.

Enter the verification code and click on Verify email.

AQUA

Account Number - S001147962

Statement Delivery Preference

✓

Your verification code has been sent successfully! If you do not receive it within the next few minutes, check your SPAM or Junk Mail folders. **This verification code is valid for 15 minutes.**

Still waiting? [Resend verification code](#). Resend limit of 3 times.

Enter Verification Code

Verify email

Close this tab

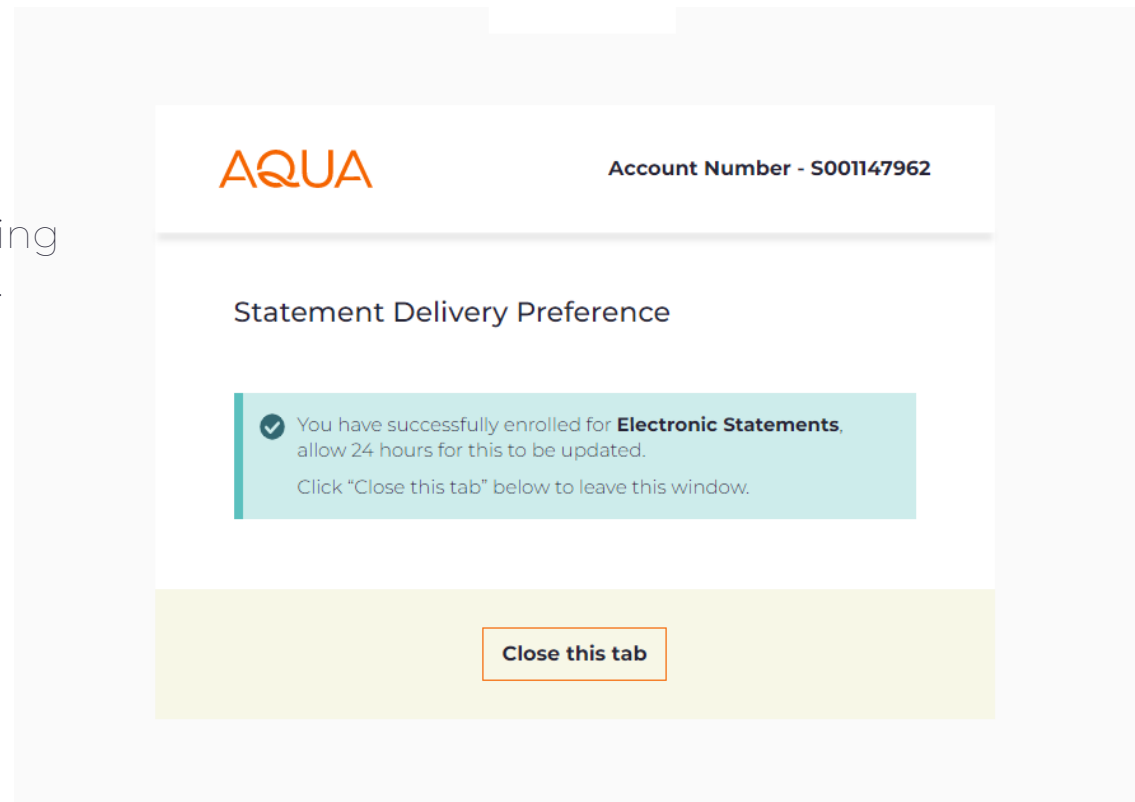
How to sign up for electronic statements (continued)

Sample account

Step 6

You will see the following message confirming that you have set up Electronic Statements.

Click on **Close this tab** to get back to main account screen.



How to set up automatic payments (Autopay)

Step 1

Click Set Autopay.

Sample account

AQUA

Aqua Finance, Inc. ▾

Account Number - 001156076

Make a one-time payment

ACCOUNT DETAILS

VIEW ALL

| | |
|---------------|--------------------|
| Company | Aqua Finance, Inc. |
| Due | \$10.00 |
| Next Due Date | 12/19/22 |

One-Time Payment

Set Autopay

How to set up automatic payments (Autopay) (continued)

Step 2


Select your preferred payment method.


Sample account

AQUA

Choose A Payment Method

NEW PAYMENT METHOD

 Debit Card >

 Bank Account >

Cancel

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AQUA

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How to set up automatic payments (Autopay) (continued)

Step 3

If you select Bank Account, fill in all of the information requested.

Sample account

 All information is securely transmitted



Enter Bank Account Details

(No service fee)

Routing Number

Account Number

Re-enter Account Number

Account Type

Personal Checking

Please Enter Your Information Below

Account Holder Name

MARLENE GARCIA

ZIP Code

92336

Email or Mobile Number

7702301898

Cancel

Submit

How to set up automatic payments (Autopay) (continued)

Step 4

Based on the frequency option, selected fields may apply.

Click Continue.

Sample account

Payment Frequency

Twice a Month

Start Date of your Autopay Schedule.

Monday, January 16 2023

Date of First Payment

11

Date of Second Payment

25

Duration

Autopay will cease when the account is paid in full

☒ Always pay amount due

Cancel

Continue

NOTE: This is a test account. Payment attempts will not be processed.

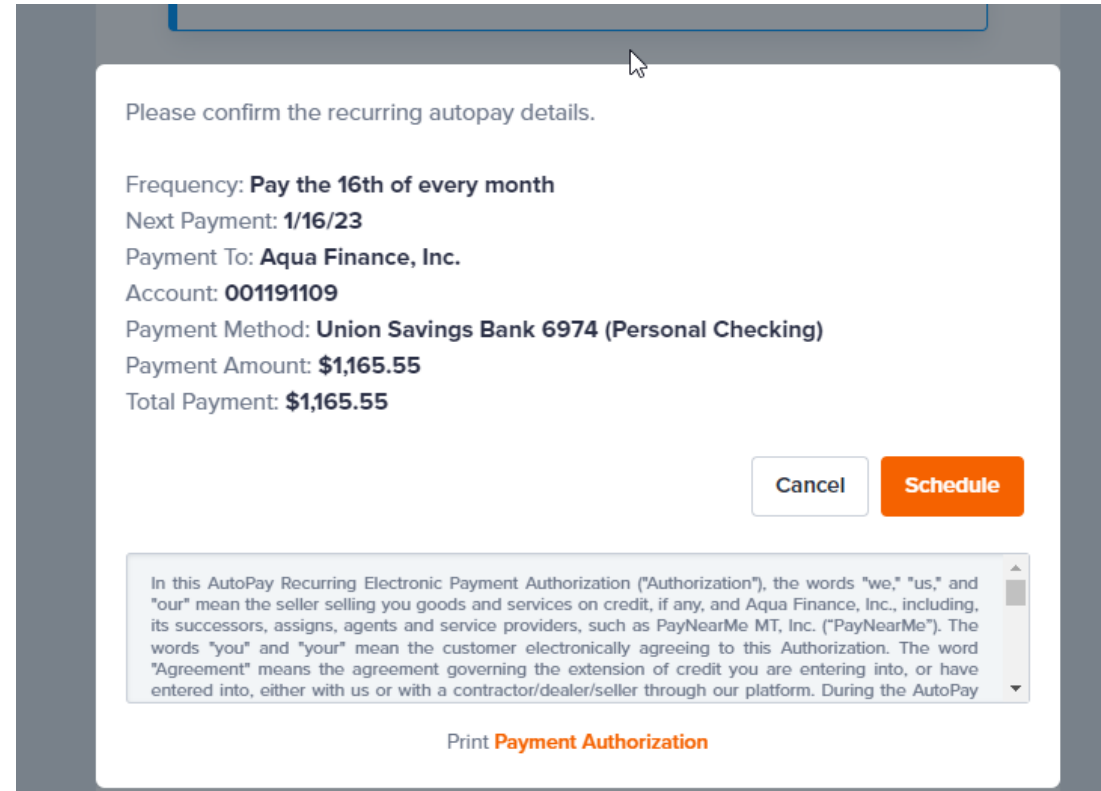
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How to set up automatic payments (Autopay) (continued)

Step 5

Review the Autopay details and click on Schedule.

Sample account



Please confirm the recurring autopay details.

Frequency: **Pay the 16th of every month**
Next Payment: **1/16/23**
Payment To: **Aqua Finance, Inc.**
Account: **001191109**
Payment Method: **Union Savings Bank 6974 (Personal Checking)**
Payment Amount: **\$1,165.55**
Total Payment: **\$1,165.55**

In this AutoPay Recurring Electronic Payment Authorization ("Authorization"), the words "we," "us," and "our" mean the seller selling you goods and services on credit, if any, and Aqua Finance, Inc., including, its successors, assigns, agents and service providers, such as PayNearMe MT, Inc. ("PayNearMe"). The words "you" and "your" mean the customer electronically agreeing to this Authorization. The word "Agreement" means the agreement governing the extension of credit you are entering into, or have entered into, either with us or with a contractor/dealer/seller through our platform. During the AutoPay

[Print Payment Authorization](#)

How to set up automatic payments (Autopay) (continued)

Step 6

You will be taken back to the account screen and you will see the Autopay details.

Sample account

Congratulations you have set up your payment schedule!

AQUA

Aqua Finance, Inc. ▾

Account Number - 001191109

ACCOUNT DETAILS

VIEW ALL

Company

Aqua Finance, Inc.

Due

\$0.00

Next Due Date

1/24/23

UPCOMING PAYMENTS

AUTOPAY ON

01/16/23

RECURRING AUTOPAY

Union Savings Bank 6974 (Personal Checking)

\$1,165.55 >

One-Time Payment

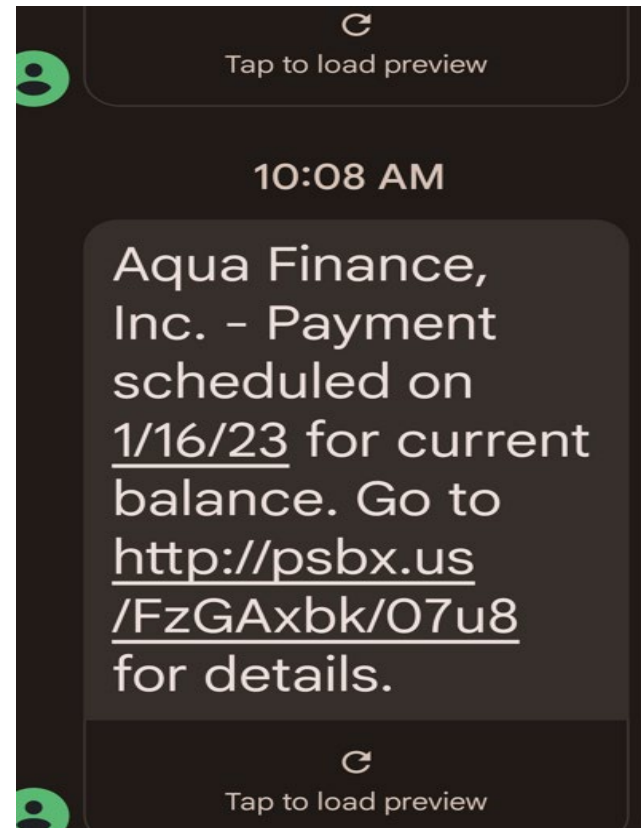
How to set up automatic payments (Autopay) (continued)

Step 7

You will receive a text or email (depending on what you used) with the details of your next payment.

Clicking on the link will take you to your account page.

Sample account



AQUA

 800-234-3663, option 4, ext. 6091

 info@aquafinance.com

 aquafinance.com