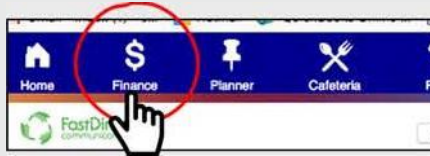


4

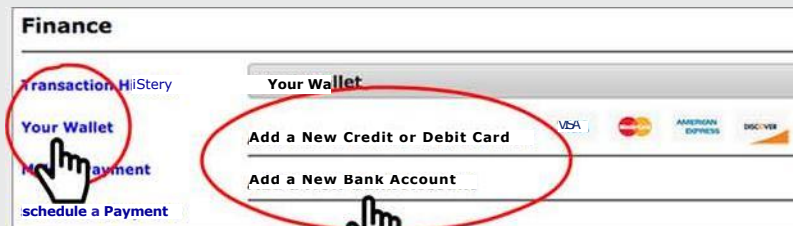
## FDPay: How to Make a Payment

In FastDirect Communications

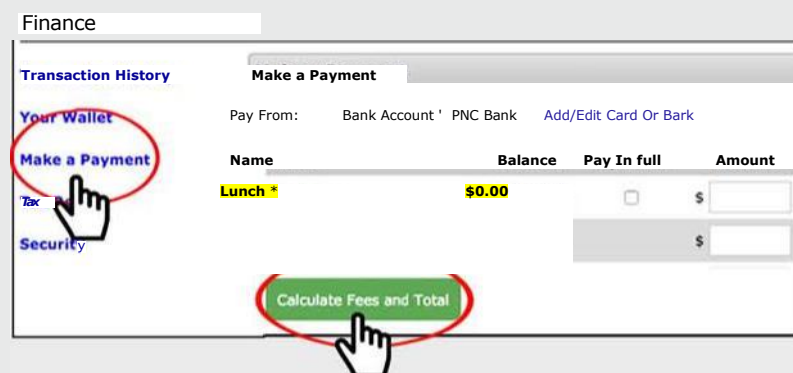
- 1 Click the Finance Icon found in the top navigation bar as shown below:



- 2 Click **Your Wallet** and then click **Add a new credit card or debit card** or **Add a new bank account** as shown below. You can add payment methods in this section.



- 3 Click **Make a Payment**, **enter amount next to Lunch** click **Calculate and Total** (as shown below), and then click **Submit Payment**.



- 4 Various payment methods are: credit card/debit card (3% convenience fee is automatically added to the total amount) or ACH payment with new/existing bank account added (no fee applied).

The System will confirm that your payment was processed by displaying a receipt on the same screen (Make a Payment screen). The system will also update your account balance, and send a copy of the receipt via FDmail.