



YPW New Payment Processing Procedure

YPW payment processing is handled by Intuit which processes more than 116 million small business transactions every year. Intuit, the maker of leading products like QuickBooks, Quicken and TurboTax is one of the most trusted names in financial software.

For more information on the Intuit Payment Network security please visit:

https://paymentnetwork.intuit.com/help/?topic=info_security

Payment Process Steps:

1. On the last week of the month you will receive an email from YOUNG PEOPLES WORKSHOPS with the current invoice amount and due date.

The subject of the email is: Invoice from YOUNG PEOPLES WORKSHOPS

Click on **View Invoice Now** to open the invoice

2. Review the invoice and when ready Click on Pay Now to initiate the ACH payment from your bank account.

3. Enter bank details (Account type, Bank Name, Routing and Account Numbers)

Click on **Next**

4. Review payment details and Click on Send payment to send payment to YPW.

5. You will be presented with a confirmation message

"Your payment has been sent to YOUNG PEOPLES WORKSHOPS"

That is it! Simple, no more checks to write.